



Checking New and Existing Employees

What must be done	If you are employing a NEW staff member	If you are safety checking an EXISTING staff member	Your notes
Confirm their identity	<p>The following will need to be checked as part of the candidate's application:</p> <ul style="list-style-type: none"> > an original primary identity document e.g. passport and > a secondary identity document e.g. driver's license <p>If neither of these contain a photograph, use an identity referee. There is a requirement under the Act to check to make sure the identity has not been claimed by anyone else.</p>	<p>Ask the staff member to provide you with the following for checking:</p> <ul style="list-style-type: none"> > an original primary identity document e.g. passport and > a secondary identity document e.g. driver's license <p>If neither of these contain a photograph, use an identity referee. There is a requirement under the Act to check to make sure the identity has not been claimed by anyone else.</p>	
Do an interview	Interview the candidate and ask specific questions to allow them to talk about their own attitudes, beliefs and behaviours.	Not required	
Ask for a work history	Ensure the candidate provides you with their work history ideally for the past 5 years. This should be contained in the candidate's CV, or on their application form.	Not required	
Check the referees	A referee cannot be related to the candidate or part of their extended family. Confirm with the referee that the information in the candidate's CV is correct. Ask the referee if they have any concerns regarding the candidate's suitability to work with children.	Not required	
Get more information	Seek information from any relevant professional organisation, licensing authority, or registration authority to confirm if the member is a current member or registered by that authority. Check the internet.		
Do a police check	You need to police vet all staff and update the check every 3 years. Allow up to 20 working days for a police vet. to be done. If the candidate has a conviction under the Vulnerable Children Act 2014, <i>schedule 2, Specified offences</i> , then they can only be employed if they hold an exemption.		
Assess the risk and make your decision	Evaluate all the information you have gathered to assess the risk the candidate would pose to the safety of children if employed or engaged, is the person safe to work with children? Will they actively contribute to a culture of child protection, make the safety of children a priority, support your child protection policy etc? Make a decision based on your assessment		
Keep a record	Keep a record of the information you gathered, when you gathered it and the date when safety checks need to be carried out again in 3 years' time.. Ensure you meet your obligations under the Privacy Act when retaining and disposing of employment records		