

RATIONALE

To ensure student safety is paramount under the Vulnerable Children's Act 2014.

OBJECTIVES

1. This document is Taita College's commitment to protect vulnerable children from abuse and neglect through its actions, activities and staff.
2. The college must ensure the safety of all students in its care and also adhere to the Vulnerable Children's Act (2014). It is intended to protect all children staff may encounter - including siblings, the children of adults accessing services, and any other children encountered by staff.
3. These guidelines apply to all staff who have direct or indirect contact with our students (see Appendix for full definition).
4. The college has a commitment to work together to produce the best possible outcomes for the child and to work towards continuous improvement in child protection practices. Recognition of the culture of the family/whānau, its importance and the rights of family/whānau to participate in decision-making about their children and the rights of the child to participate in decision making are key aspects.
5. These Guidelines and Procedures are consistent with the Child Youth & Family and Police Guidelines and future revisions will be checked for consistency with these organisations and the relevant legislation.

GUIDELINES

1. All staff will be made aware of these guidelines and their obligations under the Vulnerable Children's Act 2014. New staff induction will include information about these guidelines.
2. The college will provide training to all staff about child protection issues.
3. All appointments (permanent, fixed term, contractor, casual or volunteer) to positions that have direct and/or frequent contact with children or young people will be made in accordance with the requirements of the Vulnerable Children's Act 2014. These will include a safety check.
4. No new staff member will start work until the safety check has been completed and is satisfactory to the Principal.
5. The Principal will safety check all staff every three years.
6. All volunteers who come into regular contact with students will need to be safety checked before they start their roles.
7. Guests do not need to be safety checked as long as they are working under the supervision of a staff member.
8. No-one will have access to student information until they have been safety checked.
9. Any disclosures from children should be immediately referred to the Guidance Counsellor and a member of the senior leadership team. The Guidance Counsellor is the designated person in terms of the Vulnerable Children's Act 2014 and is responsible for providing support and advice to staff with concerns regarding the safety and well-being of a child or young person.
10. Any issues relating to child abuse should be managed using the college's Child Abuse Guidelines and Procedures.

11. Any organisation that provides services to our students on a regular basis or where the student might be in close contact with an individual on an irregular basis, must have a Child Protection Policy on file.
12. All personal information regarding students is to be treated as confidential.
13. Staff should always maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others. Adults who work with children must therefore act in a way that is considered to be safe practice. This includes the use of digital technologies. Staff should ensure that all communications are transparent and open to scrutiny.
14. When physical contact is made with a student this should be in response to their needs at the time, of limited duration and appropriate to their age, stage of development, ethnicity, background and the situation. Staff should use their professional judgement at all times, take note of the student's reaction or feelings and use a level of contact and/or form of communication which is situationally appropriate.
15. The college has a Complaints and Concerns Policy which should be used if anyone suspects there is an inappropriate relationship existing between a staff member and a student.
16. Questions will be asked of all referees to determine their opinion about the person being checked in relation to student safety and trustworthiness.
17. Once a preferred candidate has been selected for any position in the college, they will be invited to have a second interview with the Principal at which time they will be asked the safety check questions. Questions will be asked to ascertain their understanding of safe practice; their attitude to students and how they have dealt or would deal with difficult situations.
18. Child Youth & Family should be contacted for guidance on 0508 326 459 if required.

OUTCOMES

- A system is implemented which ensures that all reasonable precautions are taken to ensure the protection of the students at Taita College.
- Staff and all applicants for positions are aware of the procedures that will be undertaken to protect students.
- New staff induction will include making them aware of their obligations regarding Child Protection.
- Staff will know who to refer any suspected cases of child abuse or neglect to.
- Staff will treat all information about students confidentially.
- A culture of student protection is understood and fostered by all staff.

Reviewer: Principal/Board of Trustees

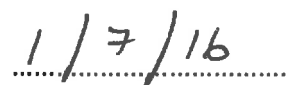
Review Group: Senior Leadership Team/Guidance Team/Board of Trustees

Approved: June 2016

Next Review: June 2017


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Chairperson


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Principal


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Date

APPENDIX

Definitions

For the purposes of this policy:

- **Abuse** means the harming (whether physically, emotionally or sexually), ill-treatment, neglect or deprivation of any child.
- **Neglect** means the persistent failure to meet a child's basic physical or psychological needs, leading to adverse or impaired physical or emotional functioning or development.
- **Child protection** means activities carried out to ensure that students are safe in cases where there is suspected abuse or neglect or the risk of abuse or neglect.
- **Designated person for child protection** is the person responsible for providing advice and support to staff where they have a concern about an individual child or who want advice about the child protection policy.
- **Staff** means people (paid or unpaid), working at Taita College and includes employees, contractors, consultants, associates and volunteers whether working on a full time, part time, casual, or temporary basis who come into contact with students.
- **Student** means anyone enrolled at the college.
- **Safer recruitment** means following good practice processes for pre-employment checking which help manage the risk of unsuitable persons entering the children's workforce.
- **Safety check** includes identity confirmation, obtaining references, conducting interviews, checking CVs and undertaking police vetting.
- **Workforce restriction** is a restriction on the employment or engagement of people with certain specified convictions under the Vulnerable Children's Act 2014.

Safety Checking

- Before July 2018, all staff employed by Taita College will be safety checked by the Principal. Thereafter, checking will occur on a 3 yearly cycle.
- All staff need to be aware that under the terms of the Vulnerable Children's Act 2014 the clean slate rule does not apply and any historical information that comes to light in relation to child safety could have an impact on employment. Specific workshop restrictions have been put in place that can lead to termination of employment.
- The Principal will use the relevant safety check procedure checklist for all staff (see below)

Taita College - Safety Check Procedure for all New Appointments

Name: _____

Core worker: Non-core Worker

Position: _____

Date: / / 20

Safety check

Identity verification, either by:

1. Use of an **electronic identity credential** (eg, the RealMe identity verification service) and a search of personnel records to check that the identity has not been claimed by someone else.
- OR**
2. Following the regulatory process to provide confidence that:
- The identity exists (ie that it is not fictitious) by **checking an original primary identity document**.
 - The identity is a "living" identity and the potential children's worker uses that identity in the community by **checking an original secondary identity document**.
 - The potential children's worker has links to the identity either by checking an identity document and contains a **photo**, or by using an **identity referee**.
 - Searching **personnel records** to check that the identity has not been claimed by someone else.

Two forms of identification sighted – one from Category A (Primary Identity) and one from Category B (Secondary Identity). Yes No

Category A	Tick	Category B	Tick
<i>New Zealand Passport</i>	[]	<i>New Zealand Driver's Licence</i>	[]
<i>A New Zealand Certificate of Identity issued under the Passports Act 1992 to Non-New Zealand citizens who cannot obtain a passport from their country of origin.</i>	[]	<i>18+ Card (must be current)</i>	[]
<i>New Zealand Certificate of Identity (issued to people who have refugee status)</i>	[]	<i>Community Services Card</i>	[]
<i>New Zealand Refugee Travel Document</i>	[]	<i>Super Gold Card</i>	[]
<i>Emergency Travel Document</i>	[]	<i>Veteran Super Gold Card</i>	[]
<i>New Zealand Firearms License</i>	[]	<i>Inland Revenue Number</i>	[]
<i>Overseas Passport (with or without New Zealand Immigration Visa/Permit)</i>	[]	<i>Electoral Roll Records</i>	[]
<i>New Zealand Full Birth Certificate issued on or after 1998</i>	[]	<i>New Zealand issued utility bill not more than 6 months earlier – enter issue date</i>	[]
<i>New Zealand Citizenship Certificate</i>	[]		[]

Name changed:

If an employee has changed their name: they have produced document showing name change. Yes No N/A

Copies of identification filed

Yes No

Personnel record checked

Yes No

<p>Confirm Teacher Registration (if applicable)</p> <p>Seeking information from any relevant professional organisation, licensing authority or registration authority, including (but not limited to) confirmation that the potential children's worker is currently a member of the organisation, or currently licensed or registered by the authority.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>Teacher registration checked on Education Council website</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>Police vet conducted (if applicable):</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>Interview</p> <p>An interview of the potential children's worker. The interview may be conducted via telephone or other communications technology.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Reference check – preceding five years</p> <p>Obtaining and considering a work history covering the preceding five years, provided by the potential children's worker.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Reference check – referee</p> <p>Obtaining and considering information from at least one referee, not related to the potential children's worker or part of their extended family.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Name: _____</p> <p>Name: _____</p> <p>Name: _____</p>	<p>Date: / /20</p> <p>Date: / /20</p> <p>Date: / /20</p>
<p>Risk Assessment</p> <p><i>Evaluation of the above information to assess the risk the potential children's worker would pose to the safety of children if employed or engaged, taking into account whether the role is a core children's worker or a non-core children's worker role.</i></p> <ul style="list-style-type: none"> • <i>Will this person be safe to work with children?</i> • <i>Do they understand the development needs of children and know how to act to ensure these are met?</i> • <i>Will they actively contribute to a culture of child protection?</i> • <i>Will they support and adhere to school's child protection policies?</i> • <i>Will they be prepared to make child safety a priority?</i> • <i>Do they meet all other considerations for this position?</i> 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Final assessment</p> <ul style="list-style-type: none"> • Suitable • Reason for suitability <p>_____</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Signed: _____ Principal</p>	<p>Date: / /20</p>
<p><i>This check must be completed for all new appointments.</i></p>	

Taita College - Safety Check Procedure for Existing Children's Worker

Name: _____

Core worker: Non-core Worker

Position: _____

Date: / / 20

Safety check

Identity verification, either by:

1. Use of an **electronic identity credential** (eg, the RealMe identity verification service) and a search of personnel records to check that the identity has not been claimed by someone else.

OR

2. Following the regulatory process to provide confidence that:

- The identity exists (ie that it is not fictitious) by **checking an original primary identity document**.
- The identity is a "living" identity and the potential children's worker uses that identity in the community by **checking an original secondary identity document**.
- The potential children's worker has links to the identity either by checking an identity document and contains a **photo**, or by using an **identity referee**.
- Searching **personnel records** to check that the identity has not been claimed by someone else.

Two forms of identification sighted – one from Category A (Primary Identity) and one from Category B (Secondary Identity).

Yes No

Category A	Tick	Category B	Tick
<i>New Zealand Passport</i>	[]	<i>New Zealand Driver's Licence</i>	[]
<i>A New Zealand Certificate of Identity issued under the Passports Act 1992 to Non-New Zealand citizens who cannot obtain a passport from their country of origin.</i>	[]	<i>18+ Card (must be current)</i>	[]
<i>New Zealand Certificate of Identity (issued to people who have refugee status)</i>	[]	<i>Community Services Card</i>	[]
<i>New Zealand Refugee Travel Document</i>	[]	<i>Super Gold Card</i>	[]
<i>Emergency Travel Document</i>	[]	<i>Veteran Super Gold Card</i>	[]
<i>New Zealand Firearms License</i>	[]	<i>Inland Revenue Number</i>	[]
<i>Overseas Passport (with or without New Zealand Immigration Visa/Permit)</i>	[]	<i>Electoral Roll Records</i>	
<i>New Zealand Full Birth Certificate issued on or after 1998</i>	[]	<i>New Zealand issued utility bill not more than 6 months earlier – enter issue date</i>	[]
<i>New Zealand Citizenship Certificate</i>	[]		[]

Name changed:

If an employee has changed their name: they have produced document showing name change.

Yes No N/A

Copies of identification filed

Yes No

<p>Confirm Teacher Registration (if applicable)</p> <p>Seeking information from any relevant professional organisation, licensing authority or registration authority, including (but not limited to) confirmation that the potential children's worker is currently a member of the organisation, or currently licensed or registered by the authority.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>Teacher registration checked on Education Council website</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>Police vet conducted (if applicable):</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>Risk Assessment</p> <p><i>Evaluation of the above information to assess the risk the potential children's worker would pose to the safety of children if employed or engaged, taking into account whether the role is a core children's worker or a non-core children's worker role.</i></p> <ul style="list-style-type: none"> • <i>Will this person be safe to work with children?</i> • <i>Do they understand the development needs of children and know how to act to ensure these are met?</i> • <i>Will they actively contribute to a culture of child protection?</i> • <i>Will they support and adhere to school's child protection policies?</i> • <i>Will they be prepared to make child safety a priority?</i> • <i>Do they meet all other considerations for this position?</i> 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Final assessment</p> <ul style="list-style-type: none"> • Suitable • Reason for suitability <p>_____</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Signed: _____ Principal</p>	<p>Date: / /20</p>
<p><i>This check must be completed for all existing employees by the dates specified in the legislation.</i></p>	

Taita College
Safety Check Procedure for Existing Children's Worker

Name: _____ Core worker: Non-core Worker

Position: _____ Date: / / 20

Identity Verification

Use of an electronic identity credential (eg, the RealMe identity verification service)

(a) One primary form of identification, for example:
➤ NZ or overseas passport
➤ NZ full birth certificate that is issued on or after 1 January 1988 with unique ID number

(b) One secondary form of official identification, for example:
➤ NZ Drivers Licence
➤ Community Services Card
➤ IRD number

- One of the forms of identification must include a photo
- You can also use electronic identification for example RealMe

(c) Checking personnel records to check that the identity has not been claimed by someone else.

Note:

If the name of the person differs from the name of the documentation they provide, e.g. marriage or deed poll, they will need to produce a supporting document that shows evidence of the name change.

Confirm Teacher Registration on Education Website
(that the person is currently registered)

(d) New Zealand Police Vet (unless a New Zealand Police Vet is already a condition of employment.
Confirm that the police vet is current.

(e) Assess the risk: Evaluate information and assess the risk the potential children's worker would pose to the safety of children if employed or engaged.

Signed: _____ Principal Date: / /20