Information for Applicants about

Required Safety Checks

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| Vulnerable Children’s Act 2014 |

The Vulnerable Children Act introduces new requirements for the vetting and screening of staff in the government-funded children’s workforce.

The new requirements include:

* A standard safety check.
* A workforce restriction that prevents people with certain serious convictions from working in some roles.

Counties Manukau Kindergarten Association (CMKA) and Early Learning Counties Manukau (ELCM) is an organisation that employs persons who work with children and is therefore obliged to comply with the Vulnerable Children’s Act 2014 and the Vulnerable Children (Requirements for Safety Checks of Children’s Workers) Regulations 2015.

We are required to conduct rigorous safety checks of all workers who have contact with, or who have the potential of contact with children in our services. The following information outlines the requirements for all applicants.

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| Identity Documents |

**Two identity documents are required to comply with the requirements for identity verification under the Vulnerable Children’s Act.** The list of accepted identity documents is attached.

You are required to provide CMKA/ELCM with the originals of any identity documents you provide as part of your application.

You may submit copies with your application, and if you are invited for an interview you will be asked to bring the original documents with you to the interview.

You need to provide:

* one identity document that is listed in Part 1 - Primary Identity Documents

And;

* one identity document that is listed in Part 2 – Secondary Identity Documents

At least one identity document **must** include a photo of you.

If you have changed your name, you must also provide one supporting identity document from Part 3 – Supporting name Change Documents.

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| Police Vetting Service Request and Consent Form |

All applicants are required to complete a Police Vetting Service Request and Consent Form so that CMKA/ELCM can undertake a Police Vet check. The consent form is provided with this application.

Any offer of employment as a result of your application, is conditional upon a satisfactory result from the Police Vet check. All Police Vet results are confidential and will be conducted in accordance with the Privacy Act 1993.

Note that some convictions and charges that would normally be expunged from your record under the Criminal Records (Clean Slate) Act 2004, may show in the result from a Police Vet that is requested by an organisation that employs workers who have contact with, or who have the potential of contact with children.