

**Version  
as at 10 August 2024**



# **Children's (Requirements for Safety Checks of Children's Workers) Regulations 2015**

(LI 2015/106)

Regulations name: amended, on 21 December 2018, by section 10(2) of the Children's Amendment Act 2018 (2018 No 58).

Rt Hon Dame Sian Elias, Administrator of the Government

## **Order in Council**

At Wellington this 25th day of May 2015

Present:

Her Excellency the Administrator of the Government in Council

Pursuant to section 32 of the Vulnerable Children Act 2014, Her Excellency the Administrator of the Government, acting on the advice and with the consent of the Executive Council, makes the following regulations.

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### **Note**

The Parliamentary Counsel Office has made editorial and format changes to this version using the powers under subpart 2 of Part 3 of the Legislation Act 2019.

Note 4 at the end of this version provides a list of the amendments included in it.

**These regulations are administered by the Ministry of Education.**

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## **Regulations**

### **1 Title**

These regulations are the Children's (Requirements for Safety Checks of Children's Workers) Regulations 2015.

Regulation 1: amended, on 21 December 2018, by section 10(2) of the Children's Amendment Act 2018 (2018 No 58).

### **2 Commencement**

These regulations come into force on 1 July 2015.

### **3 Interpretation**

In these regulations, unless the context otherwise requires,—

**Act** means the Children's Act 2014

**authenticate**, in relation to a photograph of a person, means—

- (a) to write on the back of the photograph “Certified true likeness of [full name of person]” (or words to that effect); and
- (b) to sign and date that certification

**identity referee** means a person—

- (a) who is nominated by a person (**person A**) who produces documents under regulation 5(1)(b); and
- (b) who—
  - (i) has known person A for at least 12 months; and

- (ii) is at least 16 years of age; and
- (iii) is not related to person A and not part of person A's extended family; and
- (iv) is not a spouse or partner of person A; and
- (v) does not live at the same address as person A

**primary identity document**, in relation to a person, means a document relating to the person that is of a type specified in Part 1 of the Schedule

**secondary identity document**, in relation to a person, means a document relating to the person that is of a type specified in Part 2 of the Schedule

**specified organisation** has the meaning given to it by section 24 of the Act and includes a person or an organisation acting on behalf of the specified organisation

**supporting name change document**, in relation to a person, means a document relating to the person that is of a type specified in Part 3 of the Schedule.

Regulation 3 **Act**: amended, on 21 December 2018, by section 10(2) of the Children's Amendment Act 2018 (2018 No 58).

## **Part 1**

### **Safety checks of new and existing children's workers**

#### **4 Application of this Part**

This Part sets out the requirements for a safety check undertaken by a specified organisation under section 25 or 26 of the Act of a person who—

- (a) is, or is proposed to be, employed or engaged by a specified organisation as a children's worker of the following category:
  - (i) a core worker; or
  - (ii) a non-core worker; and
- (b) has not had a safety check completed by the specified organisation under this Part or Part 2 within the preceding 3 years.

#### **5 Identity confirmation**

- (1) A specified organisation must require a person in respect of whom a safety check is being undertaken under this Part to confirm his or her identity by—
  - (a) using an electronic identity credential within the meaning of section 8 of the Electronic Identity Verification Act 2012; or
  - (b) producing the original of—
    - (i) a primary identity document; and
    - (ii) a secondary identity document.

- (2) If neither of the documents produced by a person under subclause (1)(b) contains a photograph of the person, the specified organisation must require the person to—
  - (a) produce with those documents—
    - (i) a photograph of himself or herself authenticated by an identity referee; or
    - (ii) a verification statement signed and dated by an identity referee that verifies that the primary identity document produced by the person relates to that person; and
  - (b) provide the name and contact details of the identity referee.
- (3) If a person's name is different from the person's name on a document produced under subclause (1)(b)(i) or (ii), the specified organisation must require the person to produce together with that document a supporting name change document as evidence of the person's name change.
- (4) After a person has produced the documents required by subclauses (1) to (3), the specified organisation must cause a search to be made of its personnel records to ascertain whether the identity confirmed by the person—
  - (a) is being used by any other person employed or engaged, or proposed to be employed or engaged, by the organisation; or
  - (b) has been used by any other person employed or engaged by the organisation.

## 6 Information about previous criminal convictions (if any), etc

- (1) A specified organisation must arrange to obtain from the New Zealand Police Vetting Service a Police vet of a person in respect of whom a safety check is being undertaken under this Part.
- (2) However, subclause (1) does not apply if—
  - (a) a Police vet of the person has been obtained by the specified organisation within the preceding 3 years; or
  - (b) the person is a current member of a professional organisation and that organisation routinely arranges a Police vet of—
    - (i) all new members; and
    - (ii) all current members, at intervals of not more than 3 years; or
  - (c) the person is, under any enactment, licensed or registered to carry on a particular activity and the licensing or registration authority is required under the enactment to obtain a Police vet of—
    - (i) any person it licenses or registers; and
    - (ii) any person currently licensed or registered, at intervals of not more than 3 years.

## **7 Other information**

- (1) A specified organisation must, for any person in respect of whom a safety check is being undertaken under this Part,—
  - (a) require the person to provide the following information:
    - (i) a chronological summary of his or her work history, if any, for the preceding 5 years (including a description of previous employment positions); and
    - (ii) the name of—
      - (A) any professional organisation of which the person is a current member, if that membership is relevant to the person's employment or engagement, or proposed employment or engagement, by the specified organisation; or
      - (B) any licensing authority that has issued a current licence to the person for the carrying on of a particular activity that is relevant to the person's employment or engagement, or proposed employment or engagement, by the specified organisation; or
      - (C) any registration authority that has issued a current registration or practising certificate to the person for the carrying on of a particular activity that is relevant to the person's employment or engagement, or proposed employment or engagement, by the specified organisation; and
    - (iii) the name of at least 1 referee who is not related to the person and not part of the person's extended family; and
    - (iv) any other information that the specified organisation considers relevant to an assessment of the person under regulation 8; and
  - (b) interview the person (face to face, by telephone, or by using other communication technologies) for the purpose of obtaining information relevant to an assessment of the person under regulation 8.
  - (2) The specified organisation must seek from at least 1 organisation or authority named by the person under subclause (1)(a)(ii) (if any) any information held by, or known to, that organisation or authority that is or may be relevant to an assessment of the person under regulation 8, and it is sufficient compliance with this requirement if the specified organisation obtains confirmation that the person is currently a member of the organisation or currently licensed or registered by the authority, as the case may be.
  - (3) The specified organisation must contact at least 1 referee named by the person under subclause (1)(a)(iii) to request any information held by, or known to, the referee that is or may be relevant to an assessment of the person under regulation 8.

(4) However, the requirements of subclauses (1)(a)(i), (iii), and (iv) and (b) and (3) do not apply if the person in respect of whom a safety check is being undertaken under this Part by a specified organisation is employed or engaged by the specified organisation at the time the safety check is being undertaken.

## 8 Risk assessment

(1) A specified organisation must assess a person in respect of whom a safety check is being undertaken under this Part to determine—

- (a) whether the person poses, or would pose, any risk to the safety of children as a children's worker; and
- (b) if the person does, or would, pose such a risk, the extent of that risk, having regard to whether the person is, or is proposed to be, employed or engaged as—
  - (i) a core worker; or
  - (ii) a non-core worker.

(2) In carrying out an assessment under subclause (1), the specified organisation must take into account—

- (a) any information gathered under regulations 5 to 7; and
- (b) any guidelines on risk assessments issued by a key agency.

(3) The assessment must be carried out,—

- (a) if the specified organisation is an individual,—
  - (i) by the individual; or
  - (ii) by a person or an organisation acting on behalf of the individual; or
  - (iii) in part by the individual and in part by a person or an organisation acting on behalf of the individual; or
- (b) if the specified organisation is not an individual,—
  - (i) by an officer or an employee or the governing body of the specified organisation; or
  - (ii) by a person or an organisation acting on behalf of the specified organisation; or
  - (iii) in part by an officer or an employee or the governing body of the specified organisation and in part by a person or an organisation acting on behalf of the specified organisation.

## Part 2

### Periodic safety checks

#### 9 Application of this Part

This Part sets out the requirements for the safety check undertaken by a specified organisation under section 27 of the Act of a person who—

- (a) is employed or engaged by the specified organisation as a children's worker of the following category:
  - (i) a core worker; or
  - (ii) a non-core worker; and
- (b) has had a safety check completed by the specified organisation under Part 1 or this Part within the preceding 3 years.

#### 10 Identity confirmation

- (1) A specified organisation must require a person in respect of whom a safety check is being undertaken under this Part to confirm whether, since he or she was last safety checked, his or her name has changed to a name that is different from the name on any document that he or she produced under regulation 5(1)(b).
- (2) If, under subclause (1), a person confirms that there has been a change in his or her name, the specified organisation must require the person to confirm his or her identity by producing a supporting name change document as evidence of his or her name change.

#### 11 Information about previous criminal convictions (if any), etc

- (1) A specified organisation must arrange to obtain from the New Zealand Police Vetting Service a Police vet of a person in respect of whom a safety check is being undertaken under this Part.
- (2) However, subclause (1) does not apply if any of the circumstances described in regulation 6(2) exist.

#### 12 Other information

- (1) A specified organisation must require a person in respect of whom a safety check is being undertaken under this Part to provide the name of—
  - (a) any professional organisation of which the person is a current member, if that membership is relevant to the person's employment or engagement by the specified organisation; or
  - (b) any licensing authority that has issued a current licence to the person for the carrying on of a particular activity that is relevant to the person's employment or engagement by the specified organisation; or

- (c) any registration authority that has issued a current registration or practising certificate to the person for the carrying on of a particular activity that is relevant to the person's employment or engagement by the specified organisation.
- (2) The specified organisation must seek from at least 1 organisation or authority named by the person under subclause (1) (if any) any information held by, or known to, that organisation or authority that is or may be relevant to an assessment of the person under regulation 13, and it is sufficient compliance with this requirement if the specified organisation obtains confirmation that the person is currently a member of the organisation or currently licensed or registered by the authority, as the case may be.

### 13 Risk assessment

- (1) A specified organisation must assess a person in respect of whom a safety check is being undertaken under this Part to determine—
  - (a) whether the person poses any risk to the safety of children as a children's worker; and
  - (b) if the person does pose such a risk, the extent of that risk, having regard to whether the person is employed or engaged as—
    - (i) a core worker; or
    - (ii) a non-core worker.
- (2) In carrying out an assessment under subclause (1), the specified organisation must take into account—
  - (a) any information gathered under regulations 10 to 12; and
  - (b) any guidelines on risk assessments issued by a key agency.
- (3) The assessment must be carried out,—
  - (a) if the specified organisation is an individual,—
    - (i) by the individual; or
    - (ii) by a person or an organisation acting on behalf of the individual; or
    - (iii) in part by the individual and in part by a person or an organisation acting on behalf of the individual; or
  - (b) if the specified organisation is not an individual,—
    - (i) by an officer or an employee or the governing body of the specified organisation; or
    - (ii) by a person or an organisation acting on behalf of the specified organisation; or
    - (iii) in part by an officer or an employee or the governing body of the specified organisation and in part by a person or an organisation acting on behalf of the specified organisation.

## **Schedule Confirmation of identity**

rr 3, 5, 10

### **Part 1 Primary identity documents**

<b>Document type</b>	<b>Issuing agency</b>
New Zealand passport	Department of Internal Affairs
Overseas passport (may include New Zealand immigration visa or permit issued by Ministry of Business, Innovation, and Employment (Immigration New Zealand))	Overseas authority
New Zealand emergency travel document	Department of Internal Affairs
New Zealand refugee travel document	Department of Internal Affairs
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)	Department of Internal Affairs
New Zealand certificate of identity (issued under the Immigration Act 1987 to people who have refugee status)	Ministry of Business, Innovation, and Employment (Immigration New Zealand)
New Zealand firearms licence	New Zealand Police
New Zealand full birth certificate that is issued on or after 1 January 1998 and that carries a unique identification number	Department of Internal Affairs
New Zealand citizenship certificate	Department of Internal Affairs

### **Part 2 Secondary identity documents**

<b>Document type</b>	<b>Issuing agency</b>
New Zealand driver licence	NZ Transport Agency
Kiwi Access card (18+ card)	Hospitality New Zealand Incorporated
Community services card	Ministry of Social Development
SuperGold Card	Ministry of Social Development
Veteran SuperGold Card	Ministry of Social Development
New Zealand student photo identification card	New Zealand educational institution
New Zealand employee photo identification card	Employer
New Zealand electoral roll record	Electoral Enrolment Centre of New Zealand Post Limited
Inland Revenue number	Inland Revenue Department
New Zealand issued utility bill, issued not more than 6 months earlier	
Steps to Freedom form	Department of Corrections

Schedule Part 2 Kiwi Access (18+ card) (previously 18+ card): amended, on 10 August 2024, by section 21 of the Regulatory Systems (Education) Amendment Act 2024 (2024 No 30).

## Part 3

### Supporting name change documents

Document type	Issuing agency
New Zealand birth certificate (issued for the purpose)	Department of Internal Affairs
Change of name by statutory declaration	Department of Internal Affairs
Change of name by deed poll	Department of Internal Affairs
New Zealand name change certificate	Department of Internal Affairs
New Zealand marriage certificate	Department of Internal Affairs
New Zealand civil union certificate	Department of Internal Affairs
New Zealand order dissolving marriage or civil union	Ministry of Justice
New Zealand order declaring marriage or civil union void	Ministry of Justice

Michael Webster,  
Clerk of the Executive Council.

Issued under the authority of the Legislation Act 2019.  
Date of notification in *Gazette*: 28 May 2015.

## Notes

### **1 General**

This is a consolidation of the Children's (Requirements for Safety Checks of Children's Workers) Regulations 2015 that incorporates the amendments made to the legislation so that it shows the law as at its stated date.

### **2 Legal status**

A consolidation is taken to correctly state, as at its stated date, the law enacted or made by the legislation consolidated and by the amendments. This presumption applies unless the contrary is shown.

Section 78 of the Legislation Act 2019 provides that this consolidation, published as an electronic version, is an official version. A printed version of legislation that is produced directly from this official electronic version is also an official version.

### **3 Editorial and format changes**

The Parliamentary Counsel Office makes editorial and format changes to consolidations using the powers under subpart 2 of Part 3 of the Legislation Act 2019. See also PCO editorial conventions for consolidations.

### **4 Amendments incorporated in this consolidation**

Regulatory Systems (Education) Amendment Act 2024 (2024 No 30): section 21

Children's Amendment Act 2018 (2018 No 58): section 10(2)