

# Safety check – Students on practicum

## Early childhood services

These are the safety checking steps to take before hosting students on practicum at your early childhood service. Safety check requirements are prescribed in the Children's Act 2014 and Children's (Requirements for Safety Checks of Children's Workers) Regulations 2015.

What must be done	Hosting students on practicum Safety checking before they start their placement
<b>Agree on a candidate</b>	Agree with an Initial Teacher Education (ITE) provider who the student will be and the length of their work placement, pending your risk assessment.
<b>Safety check</b>	<p>While the Children's Act 2014 is clear that early childhood services need to ensure students have been safety checked, the Children's Act allows these checks to be done by another organisation (such as an ITE provider) on your behalf. Where a safety check has been completed by an ITE provider on your behalf, you should still:</p> <ul style="list-style-type: none"> <li>confirm it was to the Children's Act standard</li> <li>do an identity check</li> <li>undertake a risk assessment.</li> </ul>
<b>ITE provider doing safety checks on your behalf</b>	<p>You should expect to receive a letter or email of introduction from the ITE provider that will:</p> <ul style="list-style-type: none"> <li>ask you to agree to them acting on your behalf</li> <li>include each individual student's name</li> <li>confirm the safety check has been carried out to the Children's Act standard</li> <li>confirm the student has given consent for the relevant safety checking information to be passed on to your early childhood service.</li> </ul>
<b>Identity confirmation</b>	<p>To confirm the person who arrives at your early childhood service is the person in the letter of introduction, ask the student to provide you with 2 forms of identity documents:</p> <ul style="list-style-type: none"> <li>an original primary identity document (e.g. passport) and</li> <li>a secondary identity document (e.g. driver's licence).</li> </ul> <p>If neither document contains a photograph, you can use an identity referee to verify the person's identity.</p> <p>You are required under the Children's Act to check your personnel records to make sure the identity is not being or has been used by any other person employed or engaged by your early childhood service.</p>
<b>Assess the risk and make your decision</b>	<p>Evaluate the information you have gathered to assess the risk the student would pose to the safety of children. Is the person safe to work with children? Will they actively contribute to a culture of child protection, make the safety of a child a priority, support your child protection policy, etc?</p> <p>Make your decision based on your risk assessment and inform the ITE provider.</p>
<b>Keep a record</b>	<p>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).</p> <p>Ensure you meet your obligations under the Privacy Act 2020 (Principle 9) and Public Records Act 2005 when retaining and disposing of employment records.</p>

**Links:**

The Children's Act 2014

[Children's Act 2014 – New Zealand Legislation](#)

Safety check process prescribed in the Children's (Requirements for Safety Checks of Children's Workers) Regulations reference:

[Part 1 Safety checks of new and existing children's workers – New Zealand Legislation](#)

Primary and secondary identity document types are listed in the Schedule of the Children's (Requirements for Safety Checks of Children's Workers) Regulations 2015:

[Schedule Confirmation of identity – New Zealand Legislation](#)

Record keeping requirements:

[Privacy Act 2020, Part 3 Information privacy principles and codes of practice – New Zealand Legislation](#)

Early childhood service licensing and certification criteria:

[Licensing and certification - Ministry of Education](#)

Ministry of Education website:

[Home - Ministry of Education](#)

**Disclaimer:**

This resource does not constitute legal advice and you should obtain your own legal advice on any matter relating to the Children Act 2014 and its regulations.

