This form must be completed by all suppliers who are also a provider.

In this form, a ‘supplier’ is an organisation or individual that has a contract with ACC, and a ‘provider’ is a person who provides services.

This form is to be completed when an organisation or individual registers to be a supplier with ACC or when an existing supplier who is a Children’s Worker renews their Children’s Worker Safety Check.

In completing and providing this form to ACC, the supplier confirms that they understand their obligations under the Children's Act 2014 and Children's (Requirements for Safety Checks of Children's Workers) Regulations 2015.

Email this completed form to [Health.Procurement@acc.co.nz](mailto:Health.Procurement@acc.co.nz)

|  |
| --- |
| 1. Supplier details |
| Supplier Name (as per contract): |
| ACC Contract Number *(not vendor number):* |

|  |  |
| --- | --- |
| 2. Provider details | |
| First name: | Last name: |
| ACC Provider ID: | Mobile phone number: |
| Email address: | |

|  |
| --- |
| 3. Supplier confirmation of provider’s compliance with the Children’s Act 2014 (Select ONE option) |
| I **confirm** I am a Children’s Worker and, as evidence of a Children’s Worker Safety Check, have supplied ACC with a completed Employer Verification Form; **OR** |
| I **confirm** I am a Children’s Worker and, as evidence of a Children’s Worker Safety Check, have supplied ACC with a CVCheck (NZ) Ltd assessment; **OR** |
| I **confirm** I am not a Children’s Worker. |

|  |  |
| --- | --- |
| 4. Supplier declaration and signature | |
| **I declare** the information provided by me on this form is, to the best of my knowledge, accurate and complete. | |
| Name: | Date:   /  / |

ACC collects and uses the information supplied to assess compliance with the Children's Act 2014, related regulations, and with the conditions of the supplier's contract with ACC. ACC may disclose any information it receives relating to a provider (whether through an Employer Verification Form, CV Check (NZ) Ltd assessment or otherwise) to relevant authorities including relevant professional or licensing bodies. Individuals have the right to request access to and correction of personal information that ACC holds about them. View our privacy disclaimer at [www.acc.co.nz/privacydisclaimer](http://www.acc.co.nz/privacydisclaimer)

If you work with or around children under the age of 18, you may be required to pass a Children’s Worker Safety Check. A Children’s Worker Safety Check needs to be renewed every three years and applies to core workers and non-core workers.

What is a Children’s Worker Safety Check?

A Children’s Worker Safety Check is a legislative requirement under the Children’s Act 2014 for children’s workers. The purpose of this check is to reduce the risk of harm to children by requiring people employed or engaged in work that involves regular or overnight contact with children to be safety checked.

Who is a Children’s Worker?

A Children’s Worker is someone who works with or around a person under the age of 18 years, works in a regulated service, and has a certain level of contact with children (see Section 23 of the Children’s Act 2014 for details). A Children’s Worker is required to pass a Children’s Worker Safety Check and have their safety check updated every three years. This applies to core workers (those who have regular contact with children, who work unsupervised or alone with children and have primary responsibility for children) and non-core workers (those who have regular but limited child contact).

How will ACC verify a Children’s Worker Safety Check has been completed?

When applying to become a new ACC supplier, or at the time of their contract renewal, contracted suppliers (organisations or individuals who have a contract with ACC) will be asked to make a declaration stating that they comply with the Children’s Act 2014 by ensuring that any children’s workers they employ or engage have passed a Children’s Worker Safety Check.

If a contracted supplier provides services as a children's worker, they will also need to submit evidence they have completed a Children’s Worker Safety Check within the past three years.

What evidence do I need to provide ACC?

Where ACC requires evidence of a Children’s Worker Safety Check, this will be either a completed Employer Verification Form or a CVCheck (NZ) Ltd assessment.

If the supplier is unable to supply Declaration Form or does not have a current CVCheck (NZ) Ltd assessment, then one can be obtained via CVCheck (NZ) Ltd. Detailed instructions are available on [CVCheck New Zealand](https://cvcheck.com/nz/childrens-worker-safety-check/)

Can I register providers to work under the contract while the Children’s Worker Safety Check is being completed?

No, you cannot register a provider who is a Children’s Worker with us until their Children’s Worker Safety Check is complete.

What happens if a provider I engage fails their Children’s Worker Safety Check?

You will not be able to register that person with us to provide any services where they would be considered a children’s worker.

What’s the difference between a core and non-core children’s worker?

Core workers are children's workers who provide a regulated service that requires them to have regular or overnight contact with children, who work unsupervised or alone with children, and have primary responsibility, or authority over, the child or children present. A non-core worker are those who have regular but limited child contact eg health administration staff. For a detailed definition, please see Section 23 of the Children’s Act 2014.

Do I need to keep a record of Children’s Safety Checks for people that I engage or employ under my contract?

ACC may request evidence of your records to ensure compliance with the Children’s Act 2014.