



Information for ACC Service Providers: Children's Act Requirement



**He Kaupare. He Manaaki.
He Whakaora.**
prevention. care. recovery.

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1. Children's Worker Safety Checks

Introduction

A Children's Worker Safety Check is a legislative requirement under the Children's Act 2014 (the Act) for children's workers. The purpose of this check is to develop a safe and competent workforce who can better identify, support and protect children and other vulnerable individuals in the community.

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 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.

ACC has partnered with CV Check (NZ) Ltd (CVCheck) to perform Children's Worker Safety Checks for providers. CVCheck provides independent third-party safety checks on children's workers to help individuals and employers comply with their obligations under the Act. These safety checks involve gathering a range of key information about a person and evaluating this information to determine whether the person poses any risk in being employed to work with children.

CVCheck has been Gazetted by the Director-General of Health and selected as the provider of Children's Worker Safety Checks for specific groups of children's workers from the Ministry of Health, Ministry of Education and Ministry of Social Development (see <https://gazette.govt.nz/notice/id/2017-go730>).

Your Children's Worker Safety Checks

To participate in the CVCheck safety check service you register with the service online and indicate which type of safety check you need. There is a cost associated with this service.

The type of Children's Worker Safety Checks required to be conducted on you will depend on your individual circumstances. Please read the next page "What package are you required to order?" to assist you in selecting the correct package.

Once CVCheck has conducted all your Children's Worker Safety Checks, you will be provided with a **Final Assessment** which details the outcome of each of your checks. You can view a sample by visiting the Frequently Asked Questions on our website: <https://cvcheck.com/gnz/cwsc-assessment>. The Final Assessment sample is under the question: "Can I see a sample CWSC assessment certificate?"

The result of this Final Assessment is either:

- Clearance to work with children for 3 years; or
- Notice that your clearance has been declined.

You can easily download and share your Final Assessment report directly from your CVCheck account.

To get your checks underway, please follow the instructions on the next page.

Screening for your whole organisation

Through CVCheck's secure online system, employers can easily verify their employee's personal and career information. We offer over 1000 verification checks across 190 countries which include; Police, Traffic, Employment References, Employment Verifications, Qualifications, Credit, Financial, Business and Children's Worker Safety Checks.

Need help?

If you need any help ordering your checks or would like to learn more on how we can help your organisation screen your employees, please get in touch with CVCheck's customer service team on **0800 282 432**.

2. What package are you required to order?

To assist you to select the correct Children's Worker Safety Check package, please choose the most appropriate option below and click the appropriate link to begin your order.

New Children's Workers			
<p>New vs existing: An existing worker is an employee currently employed as a children's worker. New workers are those NOT currently employed as a children's worker.</p> <p>Accredited vs non-accredited: When your job requires you to hold registration with a regulatory authority that's mandated under the Health Practitioners Competence Assurance Act 2003 or Social Workers Registration Act 2003 and to hold an annual practising certificate, you're considered to be "accredited."</p>			
I'm accredited		I'm not accredited	
Do you wish to provide a personal or employer reference?		Do you wish to provide a personal or employer reference?	
EMPLOYER	PERSONAL	EMPLOYER	PERSONAL
<p>New Children's Worker: Accredited Employer Ref \$372.50 inc GST</p> <ul style="list-style-type: none"> ID Verification Police Vetting Employer Reference Employment Verification Professional Membership Applicant Interview Final Assessment <p>Click to order now: https://ww4.cvcheck.com/Checks/J27XTAJ</p>	<p>New Children's Worker: Accredited Personal Ref \$372.50 inc GST</p> <ul style="list-style-type: none"> ID Verification Police Vetting Personal Reference Employment Verification Professional Membership Applicant Interview Final Assessment <p>Click to order now: https://ww4.cvcheck.com/Checks/37KXBM3</p>	<p>New Children's Worker: Non-Accredited Employer Ref \$330.17 inc GST</p> <ul style="list-style-type: none"> ID Verification Police Vetting Employer Reference Employment Verification Applicant Interview Final Assessment <p>Click to order now: https://ww4.cvcheck.com/Checks/JYY4ME7</p>	<p>New Children's Worker: Non-Accredited Personal Ref \$330.17 inc GST</p> <ul style="list-style-type: none"> ID Verification Police Vetting Personal Reference Employment Verification Applicant Interview Final Assessment <p>Click to order now: https://ww4.cvcheck.com/Checks/UGREA5V</p>

Existing Children's Workers	
<p>New vs existing: An existing worker is an employee currently employed as a children's worker. New workers are those NOT currently employed as a children's worker.</p> <p>Accredited vs non-accredited: When your job requires you to hold registration with a regulatory authority that is mandated under the Health Practitioners Competence Assurance Act 2003 or Social Workers Registration Act 2003 and to hold an annual practising certificate, you're considered to be "accredited."</p>	
I'm accredited	I'm not accredited
<p>Existing Children's Worker: Accredited \$179.00 inc GST</p> <ul style="list-style-type: none"> ID Verification Police Vetting Professional Membership 	<p>Existing Children's Worker: Non-Accredited \$136.67 inc GST</p> <ul style="list-style-type: none"> ID Verification Police Vetting Final Assessment

- Final Assessment

Click to order now: <https://ww4.cvcheck.com/Checks/PV6P8TE>

Click to order now:

<https://ww4.cvcheck.com/Checks/263H6LY>

3. Instructions for placing your order

- Choose Your Package** - Select the appropriate package below and click the link to begin your order:
 - New Children's Worker: Accredited Employer Ref - <https://ww4.cvcheck.com/Checks/J27XTAJ>
 - Children's Worker: Accredited Personal Ref - <https://ww4.cvcheck.com/Checks/37KXBM3>
 - New Children's Worker: Non-Accredited Employer Ref - <https://ww4.cvcheck.com/Checks/JYY4ME7>
 - New Children's Worker: Non-Accredited Personal Ref - <https://ww4.cvcheck.com/Checks/UGREA5V>
 - Existing Children's Worker: Accredited - <https://ww4.cvcheck.com/Checks/PV6P8TE>
 - Existing Children's Worker: Non-Accredited - <https://ww4.cvcheck.com/Checks/263H6LY>
- Ordering Your Checks** - Once you're logged in, follow the prompts and enter all the information required to conduct your checks.
 - The section on the website about professional memberships refers to your accreditation with the organisation issuing you a practising certificate. CVCheck will follow up to ensure you have a current practising certificate.
 - As part of the information required you will need to select between a core and non-core 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 is a children's worker who is not a core worker.
- Payment** - After entering the required information, you'll be prompted to pay for the checks.
- Complete Your Forms** – Upon successful payment, you'll need to complete some additional forms. Click on "Upload Documentation" to complete these additional forms:

Payment Successful

Thank you. Your order has been received, however documentation and copies of your ID are required before your order can be processed.

Tracking your order
You can track the progress of your order on your Dashboard at any time, as all reports are updated in 'real time' ... or wait for our email advising that all the checks in your order have been completed.

Viewing your Invoice/Receipt
You can view and print your Invoice/Receipt now by clicking the button below ... or open it at any time from the Invoices page (**Orders** | **Invoices**).

[View Invoice/Receipt](#)

Next Steps

Documentation & ID required

Your order has been received, however documentation and copies of your ID are required for your order.

We have also sent you an email with instructions in case you are unable to do this now.

[Upload Documentation](#)

You can visit your Dashboard at any time to monitor the progress of your checks.

- Download any forms that are required.
- Print and complete the forms.
- Scan or photograph each form (one form per file if scanning).
- Upload the photo or scanned document as an image or a PDF file.

Please note, in case you can't complete this step straight away, you'll also receive an email reminding you to complete these additional forms.

5. **Verify your identity** – After uploading your forms you'll be prompted to verify your identity via two options:

1. **RealMe Verification** – only if you have a verified RealMe account
2. **Upload Certified Copies of ID** – if you don't have a RealMe account

Further information on how to verify your ID can be found below within "2 options to verify your identity".

6. **Check Processing Begins** - Once you have successfully placed your order and submitted all the required documentation and ID, the CVCheck team will begin processing your request. The time to complete all the checks may be up to **22 business days** depending on the external information providers. CVCheck will send you an email confirmation once your checks have been completed.

7. **Submitting Your Assessment Certification** - Please send a copy of your final assessment certificate to ACC at:

Email: registrations@acc.co.nz

ACC will note your safety check details to confirm your eligibility to register with us as a provider.

8. A safety check is valid for 3 years. Once you have a safety check through CVCheck, we will email you after 2 years 9 months to remind you that your safety check is nearing expiry.

Need help?

If you need any help ordering your checks or would like to learn more on how we can help your organisation screen your employees, please call CVCheck's customer service team on 0800 282 432.

4. Options to verify your identity

Option 1 – RealMe Verification

If you have a RealMe verified identity, you can use your credentials to verify your identity online. This is the quickest and easiest option as you won't have to provide copies of certified ID (option 2). If you want to use your RealMe login, please do the following when prompted:

1. Select "RealMe (only if RealMe verified)" as your type of ID:

The following checks require you to select the type of ID you wish to provide.

Choose the same ID Provider where possible.

Please only choose RealMe as your selection if you already have a RealMe account.

Check Name	Type of ID
New Zealand: Police Vetting	RealMe (only if RealMe verified) <input type="text"/>
New Zealand: Children's Worker Safety Check - Assessment	<input type="text"/> Please Select ID Document Verification (NZ ID Check) RealMe (only if RealMe verified)

2. Enter your RealMe credentials:

Real me **CV CHECK**

Login with RealMe

To access this service you need a RealMe login.

Username

Password

3. Follow the steps and provide your consent to use RealMe. If you don't already have a RealMe login, you can easily create one by going to <https://www.realme.govt.nz/how-apply/>. We strongly encourage you to do so as you'll then have to upload copies of certified ID (Option 2).

Option 2 – Upload copies of Certified ID

If you don't verify your ID using RealMe, you must provide **certified copies** of 2 forms of ID. The information below explains what ID is accepted and how you should provide this to CVCheck.

Accepted ID:

1. Go to the CVCheck website at <https://cvcheck.com/nz/id-requirements>.
2. Click on the New Zealand: Police Vetting and Children's Worker Safety Checks section.
3. Choose one form of ID from Category A (Eg. Passport, NZ Birth Certificate, NZ Citizenship Certificate).
4. Choose one form of ID from Category B (Eg. NZ Drivers Licence, NZ 18+ card, IRD Card/Statement, Utility bill, Student Photo ID).
5. Have both forms of ID certified as true copies of the original documents. This can be done by a lawyer, notary public, Justice of the Peace or court official. To view a full list of people authorised to certify documents, visit <https://cvcheck.com/nz/id-who-can-certify>.
6. If neither of the documents you have chosen contains a photograph of you, you will need additional documentation from an Identity Referee (see instructions below).
7. Scan or photograph your ID documentation and upload this to your order. Further instructions below in the "How to upload your certified ID" section.

Please note:

- I. All ID must be valid/not expired (except passports - may be expired up to two years).
- II. All ID must be in the same name. Unless accompanied by a change of name document.
- III. If neither your category A or B ID documents contains your photograph you will also need documentation from an identity referee (see instructions below).

How to certify copies of your ID:

Copies of ID can be certified as true copies of the original documents by a lawyer, notary public, Justice of the Peace or court official. To view a full list of people authorised to certify documents, visit <https://cvcheck.com/nz/id-who-can-certify>.

Identity Referee:

When your chosen ID documents do not contain a photograph of you, you must provide additional documentation from an Identity Referee.

The identity referee **must**:

- be 16 years of age or older, and
- have known you for at least 12 months

The person who is an identity referee **cannot**

:

- be a relative or a member or part of their extended family group
- be a spouse or partner
- live at the same address

Identity Referee Documentation Options

Choose either Option A or Option B to complete your Identity Referee documentation:

Option A

- Submit a photograph of yourself authenticated by an identity referee
- Write on the back of a photograph a statement such as: “This is a true and correct likeness of (your full name)”
- Include the referee’s name, contact details, signature & date on the back of the photograph

Option B

- Submit a written statement signed and dated by an identity referee that verifies that the primary identity document relates to you.
- Include the referee’s name, contact details, signature & date on the verification statement

How to upload your certified ID

Once you have certified your accepted ID documents, you need to scan/photograph them and upload these to your order:

1. Select “ID Document Verification (NZ Certified ID Check)” as your type of ID:

Check Name	Type of ID
New Zealand: Children's Worker Safety Check - Assessment	<div style="border: 1px solid #ccc; padding: 2px;"><div style="background-color: #f0f0f0; padding: 2px;">Please Select</div><div style="background-color: #f0f0f0; padding: 2px;">Please Select</div><div style="background-color: #0070c0; color: white; padding: 2px;">ID Document Verification (NZ Certified ID Check)</div><div style="background-color: #f0f0f0; padding: 2px;">RealMe (only if RealMe verified)</div></div>

2. Click “Upload ID” to upload you scanned/photographed documents

NZ Certified ID Check Back

To enable us to process the NZ checks you have ordered and ensure we conduct the checks on the right person, you must provide **1 x Category A** document and **1 x Category B** document. The combination of both documents **must include your full name and date of birth**. Sufficient **Change of Name** documentation must also be provided if any ID is not in your current name (showing all links from any different name to your current name).

Tips to ensure ID gets accepted ⓘ

✘ Category A: Passport - with Photo 70 pts

Must be current, or expired within the previous two years (not cancelled).

MUST be certified ... [click here for details about Certified ID in NZ.](#)

Upload ID ←

Select another ID ⓘ

5. Sharing an existing CWSC certification

If you have:

- a) Completed a children’s worker safety check with CV Check within the last 3 years, and
- b) The package that you currently hold satisfies your current requirements as listed under Section 2 (above)

you may share your existing results rather than order a new CWSC certificate.

Please note: you must hold current certification at all times. You will be required to renew your certification prior to expiry after 3 years.

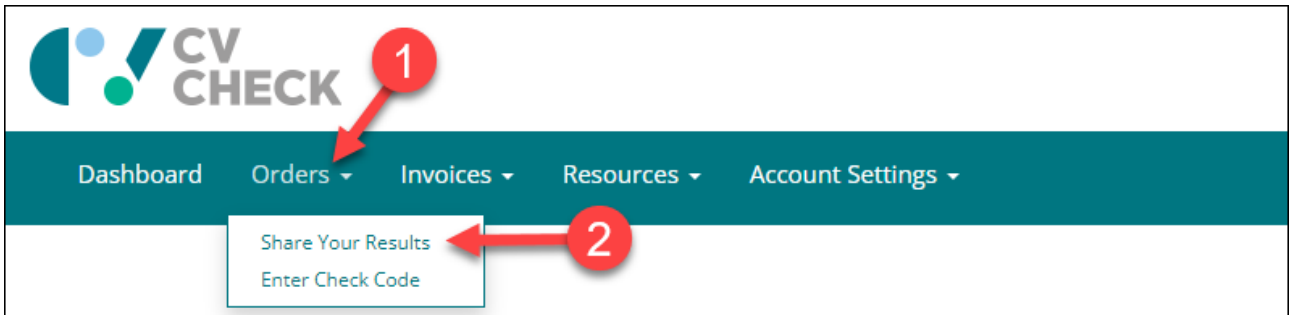
How to share your current CWSC certificate

Step 1 – Login to your CV Check NZ account

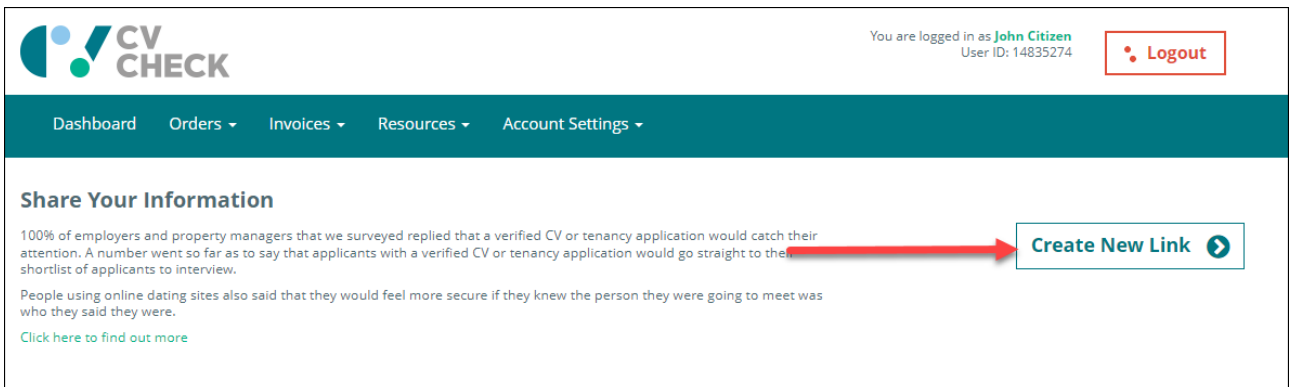
Open your web browser and login to your account at <https://ww3.cvcheck.com/login.aspx>

Step 2 – Create a new share link


Go to the results sharing screen by choosing Orders > Share Your Results from the main navigation menu.



Click the *Create New Link* button.



- Enter a name (that only you will see) for your Public Link
- Select the results that you want to include on that Link
- Click the *Create New Link* button


You are logged in as **John Citizen**
User ID: 14835274

Dashboard
Orders ▾
Invoices ▾
Resources ▾
Account Settings ▾

Share Your Information / Create New Link

Create Public Link

Enter Your Link Name

Enter a name for your link so you can easily identify it (you will be the only one to see it)

Link Name: 1 **Name your Link (only you see this)**

Select Checks to Include 2 **Select the results to include**

Select	Check Name	Status	Status Date	View Result
<input checked="" type="checkbox"/>	New Zealand: Children's Worker Safety Check - Applicant Interview	Complete	20 May 2022	
<input checked="" type="checkbox"/>	New Zealand: Children's Worker Safety Check - Assessment	Complete	20 May 2022	
<input checked="" type="checkbox"/>	New Zealand: Children's Worker Safety Check - Employment Verification	Complete	20 May 2022	
<input checked="" type="checkbox"/>	New Zealand: Children's Worker Safety Check - ID Verification	Complete	20 May 2022	
<input checked="" type="checkbox"/>	New Zealand: Children's Worker Safety Check - Personal Reference	Complete	20 May 2022	
<input checked="" type="checkbox"/>	New Zealand: Children's Worker Safety Check - Professional Membership	Complete	20 May 2022	
<input checked="" type="checkbox"/>	New Zealand: Credit Check	Complete	20 May 2022	
<input checked="" type="checkbox"/>	New Zealand: Police Vetting	Complete	20 May 2022	
<input checked="" type="checkbox"/>	New Zealand: Professional Membership	Complete	20 May 2022	

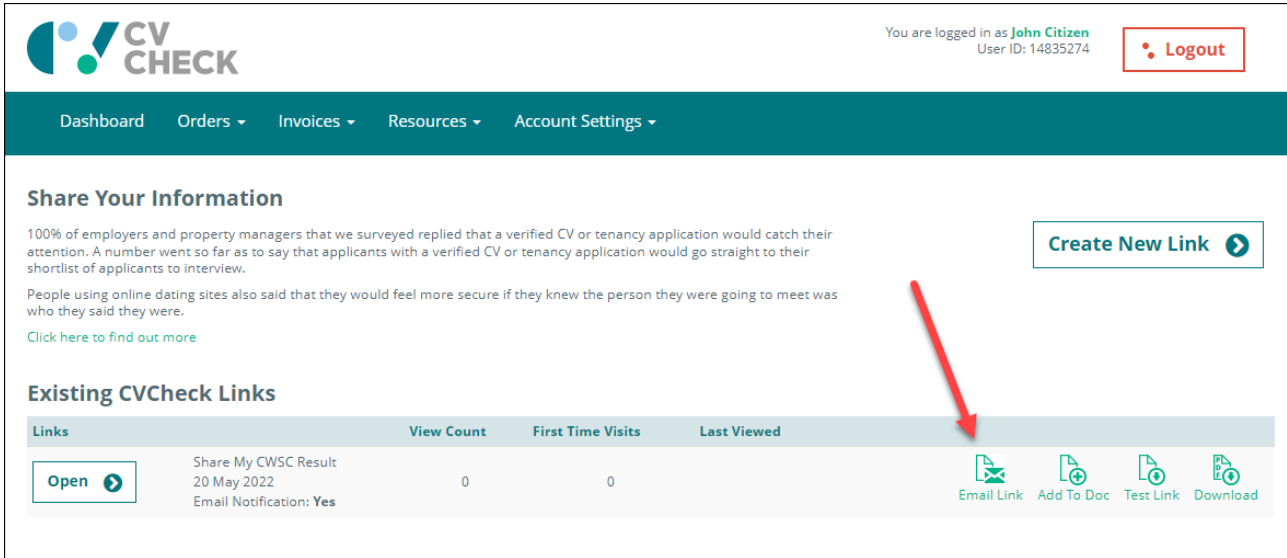
Create New Link
➔

3 **Click to create your Public Link**

Step 3 – Send your secure Public Link

You can send this link to ACC via email.

From the *Share Your Information* page, click the *Email Link* icon.

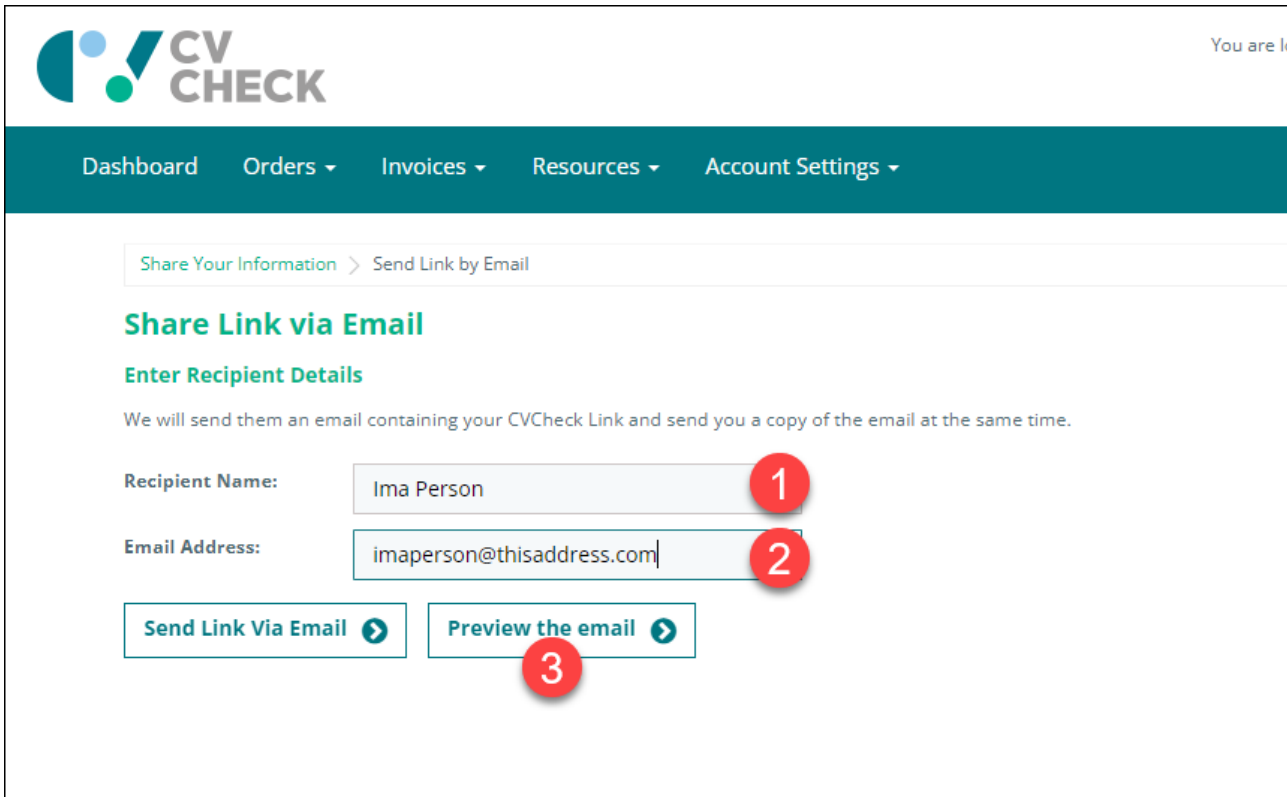


The screenshot shows the CV Check dashboard. At the top right, it says "You are logged in as John Citizen User ID: 14835274" with a "Logout" button. The navigation menu includes "Dashboard", "Orders", "Invoices", "Resources", and "Account Settings". The main content area is titled "Share Your Information" and contains a "Create New Link" button. Below this is a section for "Existing CVCheck Links" with a table. A red arrow points to the "Email Link" icon in the table.

Links	View Count	First Time Visits	Last Viewed
Open Share My CWSC Result 20 May 2022 Email Notification: Yes	0	0	Email Link Add To Doc Test Link Download

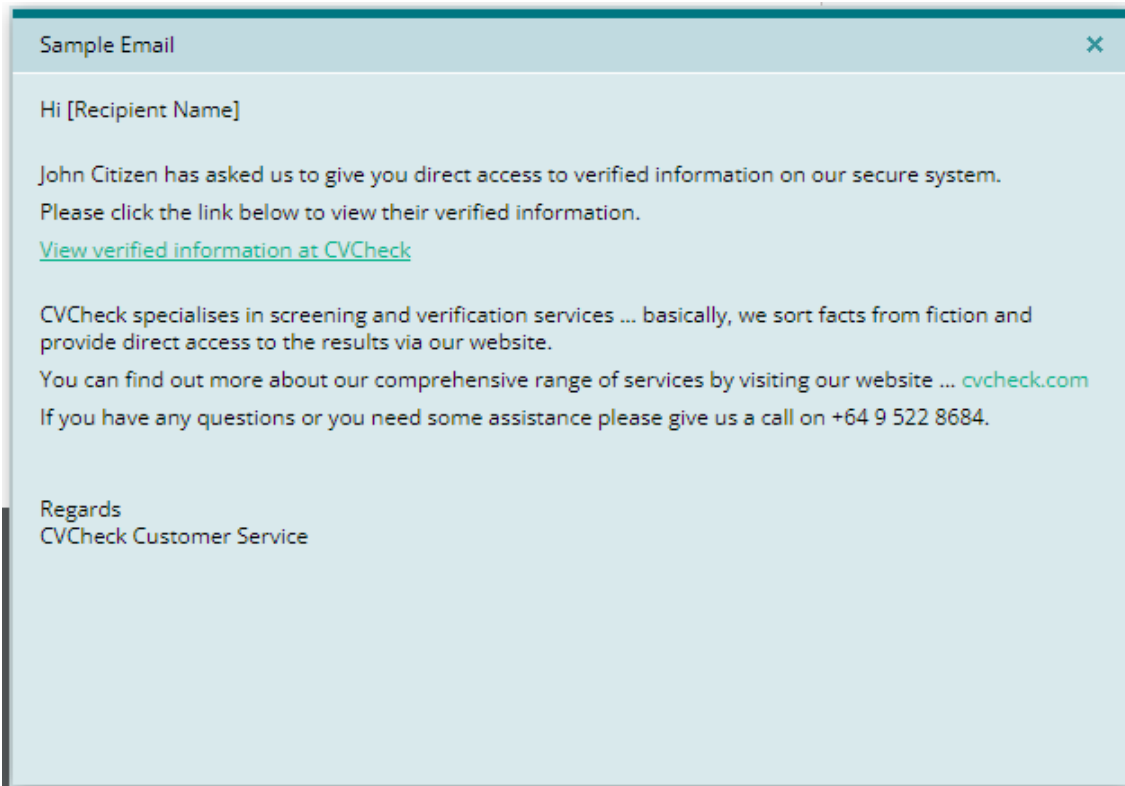
Enter the recipient's name and email address.

Click the *Preview the email* button to see the email you are about to send.

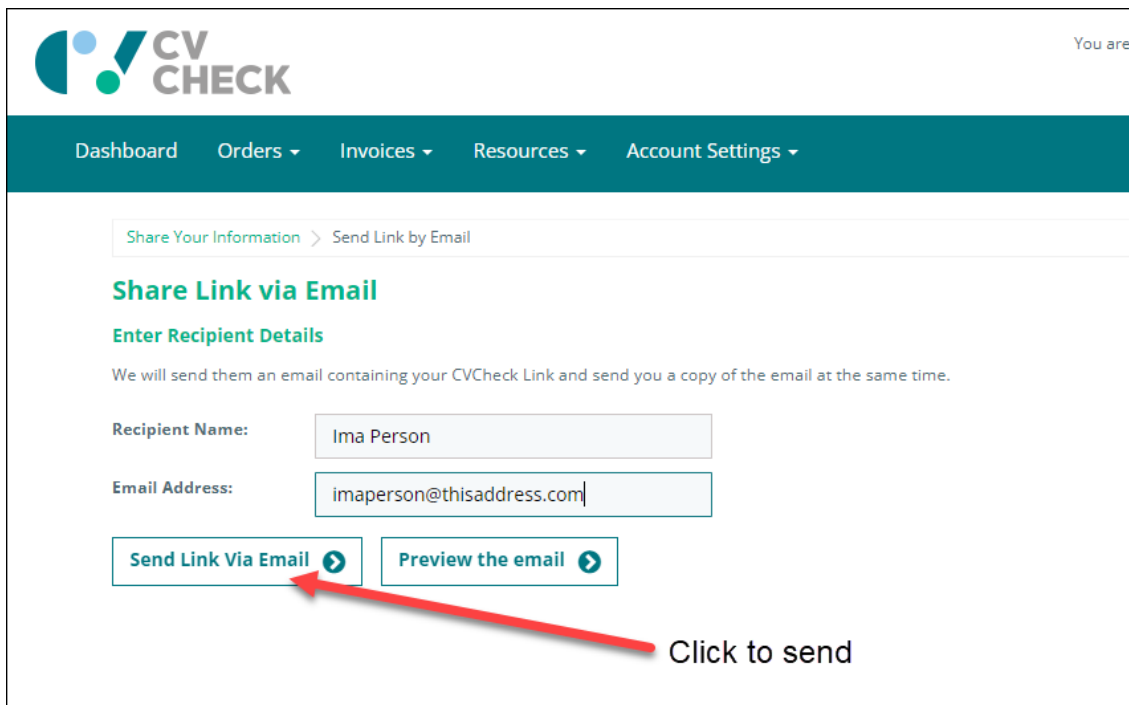


The screenshot shows the "Share Link via Email" page. It has a breadcrumb "Share Your Information > Send Link by Email". The main heading is "Share Link via Email" and the sub-heading is "Enter Recipient Details". Below this is a message: "We will send them an email containing your CVCheck Link and send you a copy of the email at the same time." There are two input fields: "Recipient Name" with the value "Ima Person" and "Email Address" with the value "imaperson@thisaddress.com". Below the fields are two buttons: "Send Link Via Email" and "Preview the email". Red circles with numbers 1, 2, and 3 are overlaid on the input fields and the "Preview the email" button respectively.

The Sample Email window will appear, showing the email that CV Check's system will send on your behalf.



Click the *Send Link Via Email* button to send a link to your results via email.



END