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Children's Worker Safety Checks

Frequently Asked Questions

What is a Children's Worker Safety Check?

A Children's Worker Safety Check is a legislative requirement in New Zealand under the Children's Act 2014. 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.

Under this law, people who work with or around children under the age of 18 may be required to pass a Children's Worker Safety Check and to have their safety check renewed every three years. This applies to core workers and non-core workers.

Is this a new requirement?

No. For our contracted suppliers, this is already a requirement. As part of our continuous improvement process, we are looking at ways to improve how we monitor our contracts. We are requiring suppliers to make a declaration they comply with the Children's Act 2014 for children's workers they employ or engage, and in some cases (as shown in **Figure 1**) submit evidence they have completed a Children's Worker Safety Check within the past three years.

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 is a children's worker who is not a core worker. For a detailed definition, please see [Section 23 of the Children's Act 2014](#).

How will ACC verify that its contracted suppliers and providers have completed a Children's Worker Safety Check?

When applying to become a new ACC supplier, or at the time of their contract renewal, suppliers will be asked to make a declaration (using the [ACC8001 Supplier Declaration Form](#)) stating that they comply with the Children's Act 2014. By making this declaration, you are letting us know that any children's workers you employ or engage have passed a children's worker safety check. These safety checks can be done by you (the employer) or by a third-party provider, like CVCheck Ltd.

If a contracted supplier personally provides services as a children's worker, they will need to complete an [ACC8002 Supplier Provider Declaration Form](#) and submit either of the following as evidence to us that they have completed a Children's Worker Safety Check within the past three years:

- Some may have passed a safety check through a current or previous employer. In that case, their employer needs to complete an [ACC8003 Children's Worker Safety Checks Employer Verification Form](#) on their behalf.

- Some may have passed a CVCheck (NZ) Ltd assessment ([Click here](#) to see a sample of what a CVCheck Children's Worker Safety Check assessment looks like). In that case, they can provide ACC this assessment. If the supplier/provider has NOT completed a Children's Worker Safety Check within the past three years, they will need to complete one via a third party provider, like CVCheck (NZ) Ltd. [Click here](#) to download the CVCheck (NZ) Ltd order instructions.

Do I have to have a Children's Worker Safety Check even though I never work with or around children?

No. Safety checks are only required for workers who are considered a children's worker (to learn more please see [Section 23 of the Children's Act 2014](#)).

What professions are considered children's workers?

A children's worker is defined by the Children's Act as a person who works in, or provides, a regulated service, and the person's work:

- (a) may or does involve regular or overnight contact with a child or children (other than with children who are co-workers); and
- (b) takes place without a parent or guardian of the child, or of each child, being present.

For more guidance on professions impacted by this law, see [Section 1 of the Children's Act](#).

How can I or the children's workers I employ obtain a Children's Worker Safety Check?

Safety checks can be performed by you (the employer) or by a third-party provider, like CVCheck Ltd., and any safety check is transferrable across employers. For detailed instructions about using CVCheck (NZ) Ltd, please refer to the [CVCheck \(NZ\) Ltd brochure](#).

I myself am also a children's worker. How can I obtain a Children's Worker Safety Check?

If you personally provide services as a children's worker under your contract, you can't conduct your own Children's Worker Safety Check. You must either have an employer verify they have completed a safety check using the ACC8003 Employer Verification Form or engage a third-party provider, like CVCheck, to perform your Children's Worker Safety Check.

Do I need a Children's Worker Safety Check via CVCheck if we already do our own safety checks in house?

No, you can perform Children's Worker Safety Checks on your employees yourself, as long as you include the necessary components outlined by the law ([see Sections 31 and 32 of the Children's Act](#)).

You will need to complete the [ACC8001 Supplier Declaration Form](#) to declare that you comply with the Children's Act 2014. By making this declaration, you are letting us know that any children's workers you employ or engage have completed a Children's Worker Safety Check within the past three years.

However, if you personally provide services as a children's worker, you must either have your employer verify they have completed a safety check for you and fill out the [ACC8003 Employer Verification form](#), or engage a third party like CVCheck, to perform your Children's Worker Safety Check and submit evidence of your safety check.

What are the components of a Children's Worker Safety Check?

A Children's Worker Safety Check includes the following components:

- Identity Verification Check
- New Zealand Police Vetting Check

- Reference Check (professional or personal)
- Employment Verification Check
- Professional Membership Check
- Interview with the Applicant
- Risk Assessment

Detailed requirements are contained in sections [31 and 32 of the Children's Act](#). Please also refer to: [Children's worker safety checking and child protection policies | Ministry of Health NZ](#).

Can I provide services for ACC while my Children's Worker Safety Check is being completed?

Suppliers who personally provide services as a children's worker (as you work around or with clients under 18 years old and meet the criteria) must have a completed Children's Worker Safety Check. If you haven't completed a children's check, you can work on our contract if you declare on the ACC8002 form that 'I am not a children's worker'. This means that you will not be able to provide services where you would be considered a children's worker. After you have completed your Children's Worker Safety Check, you can send in a renewed form ACC8002 advising that you are complying with the Children's Act and have the appropriate evidence.

How long will it take CVCheck (NZ) Ltd to complete my Children's Worker Safety Check?

A safety check may take 6 weeks from the time of application until you receive your assessment. Please note that this is an estimated timeframe and not a guarantee. Occasionally, increases in demand create delays in processing times.

What happens if I fail my Children's Worker Safety Check from CVCheck (NZ) Ltd?

CVCheck (NZ) Ltd will notify you and you will not be able to provide services for ACC. If you have questions or would like to discuss your safety check with ACC, please contact health.procurement@acc.co.nz. If you wish to appeal the outcome of your safety check, contact [CVCheck \(NZ\) Ltd](#).

When do I renew my Children's Worker Safety Check?

Safety checks are valid for three years from the date of issue. When you submit evidence of a safety check, your authorisation to provide services with or around children funded by ACC is end-dated at the date of expiry of your safety check.

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

Yes, as ACC may request evidence of supplier records to ensure compliance with the Children's Act 2014.

Figure 1: Guidance for suppliers who also provide services

For contracted suppliers who also provide services

Box 1: Higher-risk groups

Either:

- A psychologist, counsellor, psychiatrist, psychotherapist, or social worker who provides mental health support services under the Integrated Service for Sensitive Claims (ISSC) contract, a mental health contract, or a rehabilitation contract.
- A person that provides contracted services under training for independence services for children and young people contracts, or specialist paediatric and adolescent rehabilitation services contracts.

