
Safety checking staff and volunteers

Anyone working or volunteering with children, young people or adults at risk needs to pass a safety check before starting their role. If that's not possible, they must be supervised by someone who is already safety checked until their safety checks are completed.

Decide what level of contact there will be with children

What level of safety check you do depends on the type of role and how much contact and responsibility a person has with children, young people or adults at risk. And if the role is for paid staff (including contractors) or for volunteers (casual or full-time).

Work out the level of contact the staff member or volunteer will have with children, young people and adults at risk. For example:

- working alone with children
- supervising overnight trips and stays
- regular travel
- access to their personal information.

Outline safeguarding responsibilities

Outline the safeguarding responsibilities for the role. Whether you are creating a position description or accepting registrations for volunteers, clearly outline the:

- specific safeguarding expectations for the role
- required safety checks and how often they will be repeated
- training requirements, including any ongoing education.

Use a structured hiring and checking process

- **Conduct interviews:** use the job interview to assess a candidate's attitudes towards child safety and their understanding of safeguarding practices.
- **Check references:** get and verify at least two references. Focus on the candidate's history of working with children.
- **Verify their identity:** use two separate documents including a photo identification. If the identity has a different name, ask for legal confirmation of the name change.
- **Do a background check:** this could be a Ministry of Justice criminal record check or NZ Police vet. Police vetting is more comprehensive.
- **Check qualifications:** confirm any necessary sport and recreation qualifications or professional memberships are valid and up to date.
- **Search public information:** search the internet and social media. Be cautious and respect the person's privacy.

Once the staff member or volunteer has started their role, provide initial induction and education about safe practices, and your safeguarding policies and procedures. Give them ongoing support and advice if they need it.

More information

Checking and training staff or volunteers - sportintegrity.nz

Checklist for safety checking staff and volunteers

Use this form to ensure all safety checks are completed for staff and volunteers who work with children, young people and adults at risk.

Please indicate type of role:

- Paid staff (full and part time)
- Contractor (full and part time)
- Volunteer (full time or casual)
- Other (please specify):

Safety check – to be done at least every three years

Identity verification

At start of role

Year three check

Verify identity again if name changes
Photo identification verified. Driver licence, passport

Second form of ID verified (if required)

If there is no photo ID, request a photo of the person authenticated by an identity referee

Background check

At start of role

Year three check

Use NZ Police Vetting Service or Ministry of Justice criminal record check

NZ Police vetting
Police vetting results received
Police vetting passed

Ministry of Justice criminal record check
Criminal record check results received
Criminal record check passed

References checked

At start of role

If applicable to the role

References checked

Work history and CV provided?

Professional memberships and qualifications



Understanding child safeguarding and protection

At start of role

In relation to children, young people and adults at risk, has the applicant confirmed they:

- have read and understood all relevant policies and procedures
- have or will complete all relevant and required training
- understand appropriate behaviours and safe practices.

Based on the information collected, do you believe the applicant can confidently and safely work with children, young people and adults at risk?

Yes

No

Assessor name:

Date:

Signed:

Contact us

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