

Vulnerable Children's Act (2014) Safety Checking Procedures

Purpose

The Vulnerable Children Act, 2014 (VCA) requires state funded services and their contacted providers to safety check the children's workforce and have clear protection policies to ensure we have a safe and competent workforce for vulnerable children.

Procedures

Prior to engaging with children all employees must be safety checked.

Timeframe	Activity
1 July 2015	Safety Check - all new core workers Workforce restrictions – new core workers
1 July 2016	Safety Check - all new non-core workers Workforce restrictions - all existing core workers Child protection policies to be in place
1 July 2018	Safety Check – all existing core workers
1 July 2019	Safety Check – all existing non-core workers

Safety checking requirements are met by:

1. Identification Verification. Two photo ID documents are required to be sighted, or by verification through the Real Me identification service.
2. Police Vet
3. Interview. Gather information about their work history.
4. Reference Checks. Two to three referees/information concerning the persons recent workplace experience.
5. Risk Analysis. Assessment of the risk the person would pose to children.

All steps of the safety check must be completed prior to a person starting in a role as a children's worker.

Safety checks need to be updated every three years for a children's worker.

Definitions

Core Worker	Work alone with children or have primary responsibility or authority over children. This would include all teachers and most support staff.
Non-Core Worker	Will not work alone with or have primary responsibility or authority over children.
Volunteers	Organisations are not legally required to safety check volunteers under VCA requirements. Any request for a police vet for volunteers would be treated as a non-core children's worker request.
Private Employees	Safety checking is not required in law for people whose contact with children is part of a private arrangement, including where the worker has been selected by a child's parents.