# Risk Assessment for Children’s Worker in ECE

|  |  |  |  |
| --- | --- | --- | --- |
| **Staff Member Name:** |  | **Date:** |  |

The following aspects of a Children’s Act 2014 Safety Check have been completed:

|  |  |  |  |
| --- | --- | --- | --- |
| **Safety Check Component** | **Requirement** | **OK?** | **Comment** |
| **Check** | **Re-Check** | **Y** | **N** |
| 1. Confirmation of Identity
 |  |  |  |  |  |
| 1. Interview
 |  |  |  |  |  |
| 1. Work History (CV)
 |  |  |  |  |  |
| 1. Referee Checking
 |  |  |  |  |  |
| 1. Teaching Council (if relevant)
 |  |  |  |  |  |
| 1. NZ Police Vet
 |  |  |  |  |  |

Copies of records for each aspect of the safety check have been placed on the staff member’s personnel file and will be retained for three years from this date.

## Risk Assessment Declaration I am satisfied, on the basis of the Safety Check information available to me, that the above person is suitable to be employed as a children’s worker at Flying Kiwi Preschool..

|  |  |
| --- | --- |
| **NAME OF PERSON COMPLETING THE RISK ASSESSMENT:** |  |
| **CENTRE NAME:** |  |

## Note: When and what to check

|  |  |  |  |
| --- | --- | --- | --- |
| **Safety Check** | **New Staff** | **Existing Staff** | **Record-Keeping** |
| 1. **Confirmation of Identity**
 |   |  | All Safety Check requirements indicated must be repeated every three years and records held on the staff member’s personnel file for that period. |
| 1. **Interview**
 |  | n/a |
| 1. **Work History**
 |  | n/a |
| 1. **Referee Checking**
 |  | n/a |
| 1. **Teaching Council**
 |  |  |
| 1. **NZ Police Vet**
 |  |  |
| 1. **Risk Assessment**
 |  |  |

## Risk Assessment Declaration I am satisfied, on the basis of the Safety Check information available to me, that the above person is suitable to be employed as a children’s worker at Flying Kiwi Preschool.

|  |  |
| --- | --- |
| **NAME OF PERSON COMPLETING THE RISK ASSESSENT:** |  |
| **CENTRE NAME:** |  |