



# Information for Sole Traders: Vulnerable Children's Act Requirement

Ministry of Social Development

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# Children's Worker Safety Checks

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## Introduction

Hi, you've been requested by the Ministry of Social Development to complete a Children's Worker Safety Check as a legislative requirement under the Vulnerable Children's Act 2014.

CV Check (NZ) Ltd 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 they pose any risk in being employed to work with children.

CVCheck have been [Gazetted](#) by the New Zealand Director-General of Health and selected as the exclusive provider of Children's Worker Safety Checks for specific groups of children's workers from the New Zealand Ministry of Health, New Zealand Ministry of Education and New Zealand Ministry of Social Development.

## Your Children's Worker Safety Checks

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 have 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 (click [here](#) to view a sample). 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 includes; 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.

# What package are you required to order?

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

<h2 style="text-align: center;">New Children's Workers</h2> <p style="text-align: center;">You are not currently employed as a children's worker</p>			
Does your job require you to be a member of a professional body or hold a licence to practice?			
YES		NO	
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><b>New Children's Worker: Accredited Employer Ref</b> \$343.28 inc GST</p> <ul style="list-style-type: none"> <li>ID Verification</li> <li>Police Vetting</li> <li>Employer Reference</li> <li>Employment Verification</li> <li>Professional Membership</li> <li>Applicant Interview</li> <li>Final Assessment</li> </ul> <p><b>Click to order now:</b> <a href="https://ww4.cvcheck.com/checks/E2QKJVZ">https://ww4.cvcheck.com/checks/E2QKJVZ</a></p>	<p><b>New Children's Worker: Accredited Personal Ref</b> \$343.28 inc GST</p> <ul style="list-style-type: none"> <li>ID Verification</li> <li>Police Vetting</li> <li>Personal Reference</li> <li>Employment Verification</li> <li>Professional Membership</li> <li>Applicant Interview</li> <li>Final Assessment</li> </ul> <p><b>Click to order now:</b> <a href="https://ww4.cvcheck.com/checks/HB64KV5">https://ww4.cvcheck.com/checks/HB64KV5</a></p>	<p><b>New Children's Worker: Non-Accredited Employer Ref</b> \$303.03 inc GST</p> <ul style="list-style-type: none"> <li>ID Verification</li> <li>Police Vetting</li> <li>Employer Reference</li> <li>Employment Verification</li> <li>Applicant Interview</li> <li>Final Assessment</li> </ul> <p><b>Click to order now:</b> <a href="https://ww4.cvcheck.com/checks/UQZIJUZ">https://ww4.cvcheck.com/checks/UQZIJUZ</a></p>	<p><b>New Children's Worker: Non-Accredited Personal Ref</b> \$303.03 inc GST</p> <ul style="list-style-type: none"> <li>ID Verification</li> <li>Police Vetting</li> <li>Personal Reference</li> <li>Employment Verification</li> <li>Applicant Interview</li> <li>Final Assessment</li> </ul> <p><b>Click to order now:</b> <a href="https://ww4.cvcheck.com/checks/CRCKELU">https://ww4.cvcheck.com/checks/CRCKELU</a></p>

<h2 style="text-align: center;">Existing Children's Workers</h2> <p style="text-align: center;">You are currently employed as a children's worker.</p>	
Does your job require you to be a member of a professional body or hold a licence to practice?	
YES	NO
<p><b>Existing Children's Worker: Accredited</b> \$159.28 inc GST</p> <ul style="list-style-type: none"> <li>ID Verification</li> <li>Police Vetting</li> <li>Professional Membership</li> <li>Final Assessment</li> </ul> <p><b>Click to order now:</b> <a href="https://ww4.cvcheck.com/checks/BZQ5K3S">https://ww4.cvcheck.com/checks/BZQ5K3S</a></p>	<p><b>Existing Children's Worker: Non-Accredited</b> \$119.03 inc GST</p> <ul style="list-style-type: none"> <li>ID Verification</li> <li>Police Vetting</li> <li>Final Assessment</li> </ul> <p><b>Click to order now:</b> <a href="https://ww4.cvcheck.com/checks/DEBJWKF">https://ww4.cvcheck.com/checks/DEBJWKF</a></p>

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# Instructions for placing your order

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1. Select the appropriate package and click the link to begin your order:
  - New Children's Worker: Accredited Employer Ref - <https://ww4.cvcheck.com/checks/E2QKJVZ>
  - New Children's Worker: Accredited Personal Ref - <https://ww4.cvcheck.com/checks/HB64KV5>
  - New Children's Worker: Non-Accredited Employer Ref - <https://ww4.cvcheck.com/checks/UQZJYUZ>
  - New Children's Worker: Non-Accredited Personal Ref- <https://ww4.cvcheck.com/checks/CRC KELU>
  - Existing Children's Worker: Accredited - <https://ww4.cvcheck.com/checks/BZQ5K3S>
  - Existing Children's Worker: Non-Accredited - <https://ww4.cvcheck.com/checks/DEBJWKF>
2. Once you're logged in, follow the prompts and enter all the information we require to conduct your checks. You'll then need to make payment at the end.
3. Once payment is made, you'll be required to complete some additional forms. Click on "Upload Documentation". these additional documents will also be emailed to you.

**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.

- Once the required forms have been uploaded – you'll need to upload certified copies of ID as required under the Vulnerable Children's Act 2014. Further information about certified ID can be found on the last page "Certified ID Requirements".

**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 ➔

- Once you have successfully placed your order and submitted all the required documentation/ID, the CVCheck team will begin processing your request asap. The estimated time to complete all the checks can take up to **20 business days**. CVCheck will send you an email confirmation once your checks have been completed.

**Please send the MSD a copy of your Final Assessment certificate.**

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# Certified ID Requirements

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For us to process Children's Worker Safety Checks, you'll be required to provide 2 copies of ID with Category A ID being a certified copy. See below ID requirements.

Once you have the required copies of certified ID – please scan & upload these to your CVCheck Order.

## ID Requirements:

- 1 x **Category A** documentation. (Eg, Passport, NZ Birth Certificate, NZ Citizenship Certificate)
  - Note, your Category A ID must be certified.
- 1 x **Category B** documentation. (Eg, NZ Drivers Licence, NZ 18+ card, IRD Card/Statement, Utility bill, Student Photo ID)

### Please note:

1. At least one of your ID documents must be a photo ID. To view a full list of Category A/B documentation, visit: [cvcheck.com/nz/id-requirements](https://cvcheck.com/nz/id-requirements).
2. Category A ID document must be a certified copy. See below on how to certify ID.
3. All ID must be valid/not expired. Passports can be expired up to two years.
4. All ID must be in the same name. Unless accompanied by a change of name document.

## How to certify copies of ID:

Copies of ID can be certified by a lawyer, notary public, Justice of the Peace or court official. To view a full list of people authorised to certify documents, visit [cvcheck.com/nz/id-who-can-certify](https://cvcheck.com/nz/id-who-can-certify).

The person certifying copies of ID **must**:

- Endorsed the copies of ID as true copies of the original (stamp or write). Eg, *"I have sighted the original version of this document and certify that this is a true and correct copy of the original document"*.
- Include their name, occupation, contact details, signature & date.
- be 16 years of age or older
- have known the children's worker for at least 12 months

The person certifying copies of ID **cannot**:

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

## Need help?

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