



# Information for Primary Maternity Services Providers: Vulnerable Children Act Requirement

Ministry of Health

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# Children's Worker Safety Checks

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## Introduction

A Children's Worker Safety Check is a legislative requirement under the Vulnerable Children Act 2014 (the Act) for children's workers providing maternity services. It will be required for existing primary maternity services providers from 1 July 2018 and is a current requirement for all new authorisations to claim under the Primary Maternity Services Notice 2007. The information in this document is relevant for all providers of primary maternity services, whether midwives, general practitioners or other health professionals.

CV Check (NZ) Ltd (CVCheck) 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 the person poses any risk in being employed to work with children.

CVCheck has been Gazetted by the Director-General of Health and selected as the provider of Children's Worker Safety Checks for specific groups of children's workers from the Ministry of Health, Ministry of Education and Ministry of Social Development (see <https://gazette.govt.nz/notice/id/2017-go730>)

## Your Children's Worker Safety Checks

To participate in the CVCheck safety check service you register with the service online and indicate which type of safety check you need. There is a cost associated with this service.

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 has 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. You can view a sample by visiting this page on our website: <https://cvcheck.com/gnz/cwsc-assessment>

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 include; 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 to select the correct Children's Worker Safety Check package, please choose the most appropriate option below and click the appropriate link to begin your order.

*For Information: When your job requires you to hold a registration with a regulatory authority (such as the Midwifery Council or the Medical Council of New Zealand) and hold an annual practising certificate, you are considered to be an 'accredited' worker.*

<b>New Children's Workers</b> You are <b>NOT</b> currently authorised to claim under the Primary Maternity Services Notice 2007 <sup>1</sup>	
Do you wish to provide a personal <sup>2</sup> or employer reference?	
EMPLOYER	PERSONAL
<b>New Children's Worker: Accredited Employer Ref</b> \$354.09 inc GST <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 (registration &amp; annual practising certificate)</li><li>Applicant Interview</li><li>Final Assessment</li></ul> <p><b>Click to order now:</b> <a href="https://ww4.cvcheck.com/checks/4LUL35U">https://ww4.cvcheck.com/checks/4LUL35U</a></p>	<b>New Children's Worker: Accredited Personal Ref</b> \$354.09 inc GST <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 (registration &amp; annual practising certificate)</li><li>Applicant Interview</li><li>Final Assessment</li></ul> <p><b>Click to order now:</b> <a href="https://ww4.cvcheck.com/checks/5Q5UMGC">https://ww4.cvcheck.com/checks/5Q5UMGC</a></p>

<b>Existing Children's Workers</b> You are currently authorised to claim under the Primary Maternity Services Notice 2007
<b>Existing Children's Worker: Accredited</b> \$164.30 inc GST <ul style="list-style-type: none"><li>ID Verification</li><li>Police Vetting</li><li>Professional Membership (registration &amp; annual practising certificate)</li><li>Final Assessment</li></ul> <p><b>Click to order now:</b> <a href="https://ww4.cvcheck.com/checks/F3VQ83B">https://ww4.cvcheck.com/checks/F3VQ83B</a></p>

<sup>1</sup> Please note: if you are a provider of primary maternity services, the Ministry of Health has advised that, for the purpose of a safety check, any provider who intends to submit a new or first time application for an authority to claim under the Primary Maternity Services Notice 2007, will be considered a new worker and therefore will need to provide evidence of the appropriate check. Also, there is a different information sheet for newly graduating midwives.

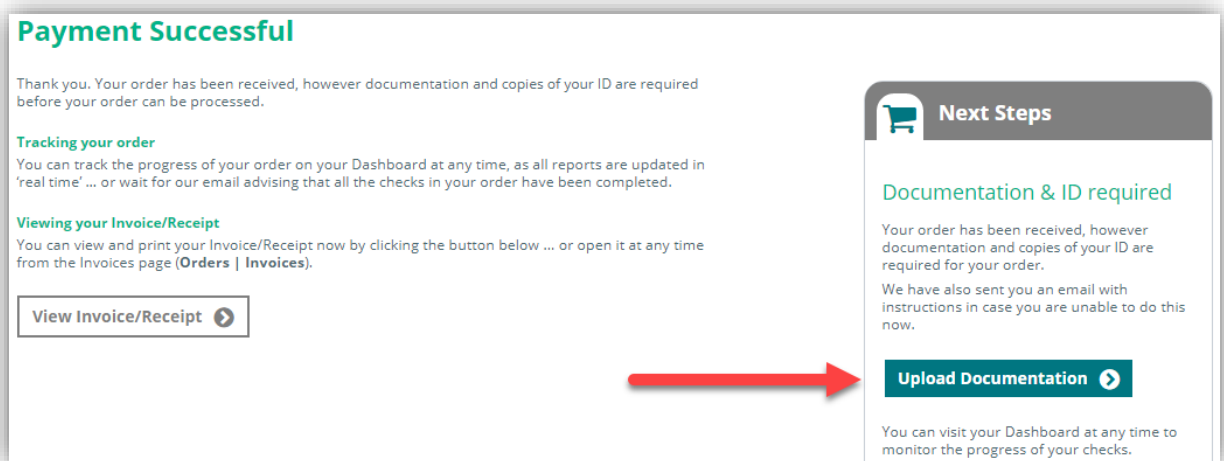
<sup>2</sup> A personal reference is required when you have not previously been employed

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# Instructions for placing your order

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1. **Choose Your Package** - Select the appropriate package below and click the link to begin your order:
  - New Children's Worker: Accredited Employer Ref - <https://ww4.cvcheck.com/checks/4LUL35U>
  - New Children's Worker: Accredited Personal Ref - <https://ww4.cvcheck.com/checks/5Q5UMGC>
  - Existing Children's Worker: Accredited - <https://ww4.cvcheck.com/checks/F3VQ83B>
2. **Ordering Your Checks** - Once you're logged in, follow the prompts and enter all the information required to conduct your checks.
  - a) The section on the website about professional memberships refers to your accreditation with the organisation issuing you a practising certificate. CVCheck will follow up to ensure you have a current practising certificate.
  - b) As part of the information required you will need to select between a core and non-core worker. Providers of primary maternity services are core workers.
3. **Payment** - After entering the required information, you'll be prompted to pay for the checks.
4. **Complete Your Forms** – Upon successful payment, you'll need to complete some additional forms. Click on "Upload Documentation" to complete these additional forms:



1. Download any forms that are required.
2. Print and complete the forms.
3. Scan or photograph each form (one form per file if scanning).
4. Upload the photo or scanned document as an image or a PDF file.

Please note, in case you can't complete this step straight away, you'll also receive an email reminding you to complete these additional forms.

5. **Upload Certified ID** – After uploading your forms you'll be prompted to upload certified copies of ID as required under the Vulnerable Children Act 2014. Follow the prompts to choose the type of ID document you'll provide. Further information about how to have your ID certified can be found on the last page of these instructions under "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 ➔

6. **Check Processing Begins** - Once you have successfully placed your order and submitted all the required documentation and ID, the CVCheck team will begin processing your request. The time to complete all the checks may be up to **20 business days** depending on the external information providers. CVCheck will send you an email confirmation once your checks have been completed.
7. **Submitting Your Assessment Certification** - Please send a copy of your final assessment certificate to the Ministry of Health at:

Email: [DunedinAASupport@moh.govt.nz](mailto:DunedinAASupport@moh.govt.nz)  
Fax: 03-474-8582  
Post: Ministry of Health, Private Bag 1942, Dunedin 9054

The Ministry of Health will note your safety check details to confirm your eligibility to claim under the Primary Maternity Services Notice 2007.

8. A safety check is valid for 3 years. Once you have a safety check through CVCheck, we will email you after 2 years 9 months to remind you that your safety check is nearing expiry.

## 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 call CVCheck's customer service team on 0800 282 432.

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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 **certified copies** of 2 forms of ID. To satisfy your ID requirements:

1. Go to the CVCheck website at <https://cvcheck.com/nz/id-requirements>.
2. Click on the New Zealand: Police Vetting and Children's Worker Safety Checks section.
3. Choose one form of ID from Category A (Eg. Passport, NZ Birth Certificate, NZ Citizenship Certificate).
4. Choose one form of ID from Category B (Eg. NZ Drivers Licence, NZ 18+ card, IRD Card/Statement, Utility bill, Student Photo ID).
5. Have both forms of ID certified as true copies of the original documents. This can be done by a lawyer, notary public, Justice of the Peace or court official. To view a full list of people authorised to certify documents, visit <https://cvcheck.com/nz/id-who-can-certify>.
6. If neither of the documents you have chosen contains a photograph of you, you will need additional documentation from an Identity Referee (see instructions below).
7. Scan or photograph your ID documentation and upload this to your order as described in Step 5 of the ordering instructions above.

**Please note:**

- I. All ID must be valid/not expired (except passports - may be expired up to two years).
- II. All ID must be in the same name. Unless accompanied by a change of name document.
- III. If neither your category A or B ID documents contains your photograph you will also need documentation from an identity referee (see instructions below).

## How to certify copies of your ID:

Copies of ID can be certified as true copies of the original documents by a lawyer, notary public, Justice of the Peace or court official. To view a full list of people authorised to certify documents, visit <https://cvcheck.com/nz/id-who-can-certify>.

## Identity Referee:

When your chosen ID documents do not contain a photograph of you, you must provide additional documentation from an Identity Referee.

The identity referee **must:**

- be 16 years of age or older, and
- have known you for at least 12 months

The person who is an identity referee **cannot:**

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

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## Identity Referee Documentation Options

Choose either Option A or Option B to complete your Identity Referee documentation:

### Option A

- Submit a photograph of yourself authenticated by an identity referee
- Write on the back of a photograph a statement such as: “This is a true and correct likeness of (your full name)”
- Include the referee’s name, contact details, signature & date on the back of the photograph

### Option B

- Submit a written statement signed and dated by an identity referee that verifies that the primary identity document relates to you.
- Include the referee’s name, contact details, signature & date on the verification statement