

Faculty of Health and Environmental Sciences FHES Compliance Process

The Children's Act (2014) is relevant to some students because the Faculty is an organisation that provides learning opportunities that potentially involves students having contact with children. The processes we have in place to address the requirements of the Children's Act (2014) include:

- Proof of identify
- Police vetting (in compliance with the Children's Act (2014))
- The completion of an interview process
- Reference checks
- Curriculum Vitae (covering previous 5 years)

Some of our students hold Annual Practising Certificates and/or are employed in organisations that will have completed the Children's Act (2014) requirements as part of the employment process.

While your learning may take place in your normal work setting there is a distinction between your role as a student and as a staff member. We do not want students to have to duplicate any processes but we do need to be assured that these have been completed.

There are three options for us to receive this information:

- 1) The easiest, and preferred option if you are currently employed, is that existing evidence of compliance can be provided. There are two methods to provide this:
 - i) Your employer can provide an email stating compliance checks have been undertaken and are currently valid.
 - ii) Your employer can complete the form attached to confirm that Children's Act (2014) requirements have been met.

If you would prefer for AUT to contact your employer on your behalf, please contact fhes.compliance@aut.ac.nz stating that you grant us permission to do so, along with your employer's contact details.

- 2) You complete our full Children's Act (2014) process yourself by:
 - a. Completing Part One Health Conduct & Fitness and Part Two Children's Act (2014) which includes specific questions related to the Children's Act (2014).
 - b. Completing a consent form for us to carry out a police (vetting) check relating to the Children's Act (2014)
 - c. Contact details of two referees who we can contact to complete reference forms (MPsychotherapy students only).
- 3) If you choose not to undertake the Children's Act (2014) compliance processes, please contact your programme leader to discuss the implications of this decision. Then email a statement outlining your decision to fhes.compliance@aut.ac.nz. The faculty will share this information with relevant staff and contact you, if necessary, about how this decision may impact on your studies and/or research.

Once the Children's Act (2014) compliance process is complete, this will be valid for 3 years.

When returning your documents to us via email please ensure that all your documents are signed and dated. Please note that if you are completing the Children's Act (2014) process personally, rather than through an employer, that you must return a signed and dated original hard copy of the police vetting via the mail. We cannot accept electronic scanned copies of the police vetting form and need your original signature.

Please respond to this letter by within two weeks of receipt, by emailing us fhes.compliance@aut.ac.nz with your choice of which of the above processes you wish to follow

Sincerely



Dr Susan Shaw
Associate Dean (Academic)
Faculty of Health and Environmental Science Auckland University of Technology

Option 1

Request to employer confirming the completion of the following requirements in relation to the Children's Act (2014)

Student name: _____ Student (AUT) ID: _____

Profession: _____

APC number: (if applicable): _____

Employer: _____

Student request to employer:

To be filled out by student

I, (student name) _____ request that
_____ (employer) complete this form to provide AUT with
evidence that the following requirements have been completed with regard to the Children's
Act (2014) in relation to my employment.

Response of employer:

To be filled out by employer:

I confirm the following:
Date employment commenced: _____
That the following processes have been completed in relation to the Children's Act (2014):

- Proof of identify
- Police vetting (in compliance with the Children's Act (2014))
- The completion of an interview process
- Reference checks

Name: _____

Position: _____

Signature: _____

Date: _____

Return to AUT via email fhes.compliance@aut.ac.nz

Option 2

PART ONE

Health Conduct & Fitness

A - Conduct Declaration

Criminal offence / investigation declaration

Have you ever been convicted of a criminal offence, and/or been subject to disciplinary proceedings of a tertiary institution or employer? (please include all criminal matters including traffic offences)

Yes

No

If yes, please give details including dates of any disciplinary proceedings, convictions (or pending) and any sentence imposed.

Note: If you are in any doubt concerning the appropriate responses to the questions in this section, you are strongly recommended to seek advice from the Faculty of Health and Environmental Sciences Compliance Office and/or appropriate registering professional body. Failure to declare any relevant matter may lead to your exclusion from any programme of study for which you are accepted.

B - Health & Fitness Declaration

Have you ever been diagnosed with, or assessed as having a health condition or impairment which may either limit your ability to undertake the requirements of the programme, or which may require adaptations to the workplace or work procedures, to enable you to undertake the requirements of the programme in a manner which is safe for you and others?

Yes

No

If yes, please give details below including any accommodations that would be required to enable you to undertake the programme of study:

Note: It is important that this section is filled out correctly and truthfully. Failure to declare any relevant matter may lead to your exclusion from any programme of study for which you are accepted. The information will be used to ensure all successful applicants are provided with the appropriate support. You may seek advice from the compliance team who will, if necessary, act as advocate or facilitator in your interest. Email fhes.compliance@aut.ac.nz

PART TWO Children's Act (2014)

A - Safety Checking

The Faculty of Health and Environmental Sciences requires all applicants applying for programmes responsible to the HPCA Act (2003) and/or Children's Act (2014), to declare any criminal or disciplinary charges they have faced, or are facing, and any health status issues which could affect their participation in clinical aspects of the programme or their overall fitness to practice.

This process may also be activated at paper enrolment level when students are undertaking study or experience that involves working with the public.

Children's Act (2014) Safety Checking Form

The Children's Act (2014) requires that all people who work or are likely to work with children must be safety checked. The University is obliged to safety check students for all clinical health professional training programmes.

In order to assess your safety under the Children's Act (2014), we need you to complete all the following questions.

The information you provide will be kept securely, with access strictly controlled and limited to those who are entitled to see it as part of their duties. The Children's Act (2014) also requires a stringent Police Vetting.

*Name:

*Student ID:

*Date of birth:

Any other names you are known by:

*Programme(s) you have applied to:

*Denotes a mandatory field

Please provide your work history for the last five years:

Year	Length of service	Employer	Role	Reason for leaving

Please provide details of two referees who we can contact in relation to your Children's Act (2014) Safety Check.

Referees should have known you for 12 months or more, be at least 16 years old and not be your spouse, extended family member or friend, nor live at the same address. Please obtain consent from the referee before listing them in this form.

Referee 1 **Master in Psychotherapy Only**

*Name:

*Phone number: *Email:

Referee 2 **Master in Psychotherapy Only**

*Name:

*Phone number: *Email:

1. Is there any reason, including past events, as to why you would pose any risk whatsoever to children?

Yes (please include further details below) No

2. Do you have any convictions that would preclude you from being engaged as a children's worker?

Yes (please include further details below) No

3. Are there any investigations or other matters that may be revealed in the safety checking process?

Yes (please include further details below) No

*Denotes a mandatory field

DECLARATION

I solemnly and sincerely declare that to the best of my knowledge and belief the information given within this form is true and correct. I understand that giving a false declaration or failing to disclose all information may prevent me from gaining registration with the registering authority, or gaining access to practicum activities and may result in me being withdrawn or declined from the programme.

*Signature:

*Date:

*Denotes a mandatory field

Name of Approved Agency submitting vetting request:

Auckland University of Techonol

Section 2: Applicant to complete and return to Approved Agency

**Denotes a mandatory field*

Personal Information

Details (note: the name you are most commonly known by is your primary name)

*Family name (Primary):

Given name(s):

*Gender: (M) (F) (Other) *Date of birth:
(dd/mm/yyyy)

Place of birth:
(Town/City/State)

*Country of birth

NZ Driver Licence number:

Previous names: If applicable, please include other alias or alternate names; married name if not your primary name; previous/maiden/name changed by deed poll or statutory declaration.

Family name	First name	Middle names
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Permanent Residential Address

*Number/Street:

Suburb: Post Code:

*City/Town/
Rural District:

Section 3: Applicant to complete and return to Approved Agency

Consent to release information

- The New Zealand Police may release **any** information they hold if relevant to the purpose of this vetting request. This includes:
 - Conviction histories and infringement/demerit reports
 - Active investigations, charges and warrants to arrest
 - Charges that did not result in a conviction including those that were acquitted, discharged without conviction, diverted or withdrawn
 - Any** interaction I have had with New Zealand Police considered relevant to the role being vetted, including investigations that did not result in prosecution
 - Information regarding family violence where I was the victim, offender or witness to an incident or offence, primarily in cases where the role being vetted takes place in a home environment where exposure to physical or verbal violence could place vulnerable persons at emotional or physical risk.
 - Information subject to name suppression where that information is necessary to the purpose of the vet
- If I am eligible under the Criminal Records (Clean Slate) Act 2004, my conviction history will not be released **unless**:
 - Section 19(3) of the Clean Slate Act applies to this request (exceptions to the clean slate regime)
 - Section 31(3) of the Children’s Act 2014 applies to this request (safety checks of core children’s workers).
 - The vetting request is made by an individual for the purpose of an overseas Visa/Work Permit as a Privacy Act request authorising the vetting result to be provided directly to the relevant embassy, high commission or consulate.

Please see the [guide](#) for more information regarding the Clean Slate legislation.

- The Police Vetting Service may disclose newly-obtained relevant information to the Approved Agency after the completion of the Police Vet in the following circumstances:
 - The disclosure of the newly-obtained information is considered to be justified under the Privacy Act 1993 (if it had existed or been available at the time of the Police vet, it would have been disclosed); and
 - The Police Vetting Service has taken steps to confirm that the purpose of the Police vet still exists – e.g. that I got the role which required a Police vet and am still employed or engaged in it.

The Vetting Service will endeavour to notify you prior to the disclosure.

- Information provided in this consent form may be used to update New Zealand Police records.
- I am entitled to a copy of the vetting result released to the Approved Agency (to be provided by the agency) and can seek a correction by contacting the Vetting Service.
- The Approved Agency will securely dispose of this consent form, copies of identification documents and the vetting result within 12 months of receiving the result unless a longer retention period is required by legislation.
- I may withdraw this consent, prior to Police’s disclosure of the vetting result, by notifying the Approved Agency.

For further information, please see the [Guide to Completing the Consent Form](#).

Applicant’s Authorisation:

- ✓ I confirm that the information I have provided in this form relates to me and is correct.
- ✓ I have read and understood the information above.
- ✓ I authorise New Zealand Police to disclose any personal information it considers relevant to my application (as described above) to the Approved Agency making this request for the purpose of assessing my suitability at any time.

Name: _____

Date: _____

Signature: _____

Electronic
Signature



Section 4: Applicant to complete for Australian check (if required)

Additional Personal Information (for Australian National Police History Check)

Last Permanent Australian Residential Address

*Number/Street:			
*Suburb:		*Post Code:	
*City/Town/ Rural District:		*State or Territory:	
*Period of Residence <i>Start date (dd/mm/yyyy)</i>		*Period of Residence <i>End date (dd/mm/yyyy)</i>	
Australian Driver's Licence No: (if applicable)		Issued by:	
Australian Firearms Licence No: (if applicable)		Issued by:	

General Information for an Australian National Police History Check

General Information

Australian Criminal Intelligence Commission (ACIC) is collecting your personal information in this form in order to conduct a National Police History Check (NPHC) on you. Approved Agencies in New Zealand, named in section one, use the personal information collected on this form and the resulting NPHC as part of the assessment process to determine suitability for the position/entitlement/benefit which you are applying for.

Unless statutory obligations require otherwise, the information provided on this form will not be used without your prior consent for any purpose other than in relation to the assessment of your suitability or to maintain the records of ACIC, Australian Police Agencies¹, or NZ Police.

You will be required to complete another consent form for any future NPHC checks.

National Police History Check (NPHC)

A NPHC is an integral part of the assessment of your suitability. Information on this form will be used by ACIC, and Australian Police Agencies for checking action; it will also be used to update records held about you by ACIC, Australian Police Agencies and NZ Police.

Information released may include outstanding charges, warrant information and criminal convictions/findings/pleas of guilt recorded against you that may be disclosed according to the laws of the relevant jurisdiction and, in the absence of any laws governing the release of that information, according to the relevant jurisdiction information release policy.

Limitations on accuracy and use of Police History Information

While every care has been taken by ACIC to conduct a search of information held by Australian Police Agencies that relate to the applicant, the accuracy and quality of this NPHC depends on accurate identification of the Applicant (including aliases) according to the information provided in the Request and Consent Form and the comprehensiveness of police records. If the applicant does not complete the information requirements in this form the success and validity of the NPHC will be compromised.

If for any reason you do not agree with the results of your NPHC, please notify the Approved Agency that you submitted the check through in the first instance, so that the NPHC dispute process can be initiated.

The release of information by Australian Police Agencies is subject to relevant Spent Convictions, non-disclosure legislation or information release policies.

Spent Conviction Schemes

The aim of Spent Convictions legislation² is to prevent discrimination on the basis of certain previous convictions. Spent Convictions legislation limits the use and disclosure of older, less serious convictions and findings of guilt. Each Australian Police Agency will apply the relevant Spent Convictions legislation/information release policy prior to disclosure.

¹ Australian Federal Police, ACT Policing, The New South Wales Police Force, Queensland Police Service, South Australia Police, Victoria Police, Western Australia Police, Northern Territory Police Force, Tasmania Police Service

² Applicable Spent Conviction legislation, as amended from time to time