

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

Option 1

The logo for AUT (Auckland University of Technology) is displayed in white, bold, sans-serif capital letters on a black rectangular background.

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