

## SA.36 Student Safety Risk Assessment Policy

APPROVED BY	<b>STRATEGIC LEADERSHIP TEAM</b>	VERSION	<b>2017-v1</b>
REVIEW STAKEHOLDERS	▪ HEAD OF OPERATIONAL SERVICES	Last reviewed	August 2017
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	▪ <a href="#">CLICK HERE TO ENTER TEXT. TITLE</a>	Next review	2019
PURPOSE	Risk assessment of an applicant's suitability to work with vulnerable children.		

### 1 PURPOSE 1

This policy sets out the process for the provision and on-going review of a risk assessment of an applicant/student's suitability to work with the vulnerable. This follows the introduction of the Vulnerable Children's Act 2014 (VCA) which means that BTI is now responsible for vocational trainees to be safety checked.

Vocational trainees are students being placed in host organisations as part of their professional preparation or qualification – for example social workers on fieldwork placements, youth counsellors on practicum and teachers on professional practice experience (PPE).

### 2 POLICY

As part of the BTI application process, all new applicants are given the following safety checks:

1. An interview with questions relevant to suitability to work with children;
2. Reference checking with questions about suitability to work with children;
3. Work history and professional membership information;
4. Identity verification - by means of two forms of ID, one of which must include photo ID, e.g. passport, birth certificate, driver's licence, student ID card. (For other forms of acceptable ID, see Guidelines for Universities);
5. NZ police vetting;
6. An overall assessment of the person's safety to work with children.

### 3 PROCESS

1. During the enrolment process, the interviewer needs to make it clear to the applicant that the VCA will apply to them at all stages of their programme of study.
2. The Student Recruitment Team will file either hard-copy or electronic records of the checks undertaken. This provides an audit trail for the duration of the studentship. As with all student information, this will be kept secure and confidential.
3. Prior to a student engaging in a placement, BTI will send the host organisation a Practice Declaration outlining the completed risk assessment and stating the student name(s) and placement dates. The student will be required to show photographic identification to the Host Organisation as the final stage of the risk assessment.

4. By hosting the BTI student(s) for the dates outlined on the declaration, the Host Organisation, agree that BTI's Practice Declaration has been undertaken on their behalf and is acceptable as per the terms and conditions of the Vulnerable Children's Act 2014 for vocational trainees.
5. In the event that the Host Organisation is not happy with the declaration, they must contact BTI to discuss further prior to the placement commencing.
6. In the event that a Host Organisation wishes to carry out its own police check, rather than accept BTI's declaration, the organisation should be encouraged to put that in writing to BTI.

## 4 OUTCOMES OF RISK ASSESSMENT AT TIME OF INTERVIEW

### 4.1 SUCCESSFUL

By offering an applicant a place of study at BTI, BTI is confirming that the interviewer/s has carried out a risk assessment of the applicant's safety around children based on Section 2 above, and the applicant is deemed to be 'safe'.

### 4.2 UNSUCCESSFUL

**Any concerns** that are raised from the risk assessment (as per Section 2 above) need to be discussed with the Programme Co-ordinator (PC). The discussion would take place between the PC and the interviewer/s. If need be, (for example if the PC had been one of or the sole interviewer) another PC would be asked to join the discussion. The discussion needs to be consistent with principles of natural justice.

In the event of concern persisting after discussion, further conversation will be held by the PC with the applicant. A decision regarding offering a studentship will be made and communicated to the applicant.

### 4.3 SUBSEQUENT INFORMATION

Should information that had not been disclosed by the applicant at the time of application and/or interview, come to light subsequently, the studentship may need to be reconsidered.

## 5 RENEWAL OF RISK ASSESSMENT

Under the VCA, it is recommended that the risk assessment be reviewed every three years. Prior to a student entering their 4<sup>th</sup> year of study, the following checks need to be repeated:

1. Name changes must be documented;
2. New Zealand police vetting must be repeated;
3. For those who are members of a professional organisation, or registered/licensed by a professional organisation or authority, reconfirmation of this with at least one of these bodies is required;
4. In the case of Social Work students, these checks are repeated every year of placement.

## 6 RISK MATRIX

### BTI SAFETY CHECK FOR APPLICANTS/STUDENTS

#### 1. ASSESSMENT

	NO CONCERN	MODERATE CONCERN	HIGH CONCERN
<b>INTERVIEW</b> <i>These left-hand column items are the points to be covered as specified by the VCA</i>	<ul style="list-style-type: none"> <li>Applicant open in discussion with no issues apparent</li> </ul>	<ul style="list-style-type: none"> <li>Applicant vague or ambiguous in discussion</li> <li>Applicant open in discussion but issues raised are not clearly evident</li> </ul>	<ul style="list-style-type: none"> <li>Applicant not open in discussion</li> <li>Applicant open in discussion and relevant issues are apparent</li> </ul>
<b>REFERENCE CHECK</b>	<ul style="list-style-type: none"> <li>No concerns raised.</li> </ul>	<ul style="list-style-type: none"> <li>Reference is ambiguous or vague in relation to issues specific to working with children</li> </ul>	<ul style="list-style-type: none"> <li>Reference includes issues of concern specific to working with children.</li> </ul>
<b>WORK HISTORY</b>	<ul style="list-style-type: none"> <li>Work history includes working with children with no related issues of concern.</li> </ul>	<ul style="list-style-type: none"> <li>Work history includes h/o working with children in which there were unproven (undocumented) related issues of concern</li> <li>Applicant unable or unwilling to discuss work history</li> </ul>	<ul style="list-style-type: none"> <li>Work history includes history of working with children in which there were proven (documented) related issues of concern</li> </ul>
<b>PROFESSIONAL MEMBERSHIP HISTORY</b>	<ul style="list-style-type: none"> <li>Clear history of professional membership</li> </ul>	<ul style="list-style-type: none"> <li>Applicant unclear about history of professional membership</li> </ul>	<ul style="list-style-type: none"> <li>History of professional memberships includes relevant issues of concern</li> </ul>
<b>IDENTITY CHECK</b>	<ul style="list-style-type: none"> <li>Identity checks all confirm identity</li> </ul>	<ul style="list-style-type: none"> <li>Identity checks raise concerns about validity</li> </ul>	<ul style="list-style-type: none"> <li>Identity checks raise concerns about validity</li> </ul>
<b>NZ POLICE VETTING</b>	<ul style="list-style-type: none"> <li>Police check is clear</li> </ul>	<ul style="list-style-type: none"> <li>Police check contains offences that are not listed in Schedule 2 of the VCA but which may be of concern</li> </ul>	<ul style="list-style-type: none"> <li>Police check includes offences listed in Schedule 2 of the VCA</li> </ul>
<b>OVERALL ASSESSMENT</b>	<ul style="list-style-type: none"> <li>Review of all points above raises no issues of concern</li> </ul>	<ul style="list-style-type: none"> <li>Review of all points above leaves some questions left unanswered</li> <li>While there are no clear issues of concern, there are unsettled aspects to the review</li> </ul>	<ul style="list-style-type: none"> <li>One or more aspects of the points above clearly raise concerns about the applicants suitability to work with children</li> </ul>

## 2. ACTION

