

## **Guide to completing the Children's Worker Safety Check for Midwives who are currently claiming under the Section 88 notice**

All midwives who are self-employed and currently claiming under the Section 88 Notice who have not completed a Children's Worker Safety Check need to do so by 1 July 2018. If the check is not completed by 1 July 2018, the Ministry of Health will no longer pay any Section 88 entitlements after this date. This is because the Ministry of Health is required to enforce the requirements of the Vulnerable Children's Act. It currently takes about 5 weeks for a Safety Check to be completed so **IT IS IMPERATIVE THAT MIDWIVES COMMENCE THE PROCESS AS SOON AS POSSIBLE.**

This document sets out a step by step guide on how to complete a Safety Check.

The Ministry of Health has information on its website about the Safety Check requirements

<https://www.health.govt.nz/our-work/health-workforce/childrens-action-plan-childrens-worker-safety-checking-and-child-protection-policies/vca-safety-checks-primary-maternity-service-providers>

The Ministry has also produced this brochure which provides further information

<https://www.health.govt.nz/system/files/documents/pages/information-primary-maternity-services-providers-vca-requirement.pdf>

The Safety Check function is being undertaken by an Australian company called "CV Check"

Midwives who are currently claiming under the Notice are considered to be an "Existing Children's worker"

In order to process Children's Worker Safety Checks, you'll be required to provide certified copies of 2 forms of ID (see attachment "Certified ID"). You can commence the Safety Check process without these immediately available, but you will need to re-log in to upload them before the Safety Check can be processed.

### **Completing the Safety Check process**

To commence the check, go to <https://ww4.cvcheck.com/checks/F3VQ83B>

Create a log in – make sure to make a note of the Login requirements, as you may need to log in and out several times

CV CHECK

You are logged in as **Alison Eddy**  
User ID: 14489120 [Logout](#)

Dashboard Orders Invoices Resources Account Settings

### Order Via a Check Code

Your order will be created using the check code **F3VQ83B** supplied by Ministry of Health.  
This order will include the following checks:

Check Name
Existing Children's Worker: Accredited
New Zealand: Children's Worker Safety Check - Assessment
New Zealand: Children's Worker Safety Check - ID Verification
New Zealand: Children's Worker Safety Check - Professional Membership
New Zealand: Police Vetting

**Order Cost**  
Your total cost for this order will be \$159.28 (incl GST)

**Ownership of Results**  
The results of these checks will be yours. You own them and you can keep them.

#### Your Order Summary

Check Name	Price
Existing Children's Worker: Accredited	\$138.50
New Zealand: Children's Worker Safety Check - Assessment	
New Zealand: Children's Worker Safety Check - ID Verification	
New Zealand: Children's Worker Safety Check - Professional Membership	
New Zealand: Police Vetting	
Order Cost (excl GST)	\$138.50
GST	\$20.78
<b>Total Cost</b>	<b>\$159.28</b>

- Your Checks**
- Your Details
- Check Information
- Sharing of Results
- Review Order
- Payment
- ID / Forms

[Continue](#)

Your 'Order summary' should look like this, with a total cost of \$159.28 (incl GST)

Work through the "Your details" page, putting in your name, address, where you were born, etc.

When you get to the section about "Police Vetting", complete it like this.

**New Zealand: Police Vetting**

Provide a short description of the individual's intended role. Please do not include vague terms.

What is the purpose of this vetting request?

Will the individual have contact with Children/Youth?

Will the individual have contact with Elderly?

Will the individual have contact with Other Vulnerable Adults?

Will the individual have contact with "Other" groups of people?

What is the individual's PRIMARY role for this organisation? (select best option)

Is this vetting request mandatory under the Vulnerable Children Act 2014 (VCA)?

If this is a mandatory Vulnerable Children Act request, please specify the check reason below

**New Zealand: Children's Worker Safety Check - Professional Membership**

Individual's name the membership is held in

First Name: Minnie

Other Names:

Surname: Mouse

Full name of organisation: Midwifery Council Of New Zealand

Suburb/Town of above organisation:

Membership Number: 15-1111

Type of membership held: Midwife

The Section on Professional Membership refers to your registration with the Midwifery Council, so complete it with those details, including your APC number where it asks for Membership number. As you are already currently claiming off the Notice, you are considered an "Existing worker". All Midwives are considered to be Core workers (for the purposes of the Vulnerable Children's Act).

https://ww3.cvcheck.com/ CVCheck Login Details https://ww3.cvcheck.com/ CVCheck Employment S ww3.cvcheck.com/public

CV Check (NZ) Ltd [NZ] | https://ww3.cvcheck.com/members/CartCheckInformation.aspx

### New Zealand: Children's Worker Safety Check - Professional Membership

Individual's name the membership is held in

First Name: Minnie Other Names: Surname: Mouse

Full name of organisation: Midwifery Council Of New Zealand

Suburb/Town of above organisation: Wellington New Zealand

Membership Number: 15-1111

Type of membership held: Midwife

Date joined: Feb 1997

Any additional information that will assist CVCheck to conduct this check:

### New Zealand: Children's Worker Safety Check - Assessment

Are you a New or Existing worker: Existing worker

Are you a Core or Non-core worker: Core worker

### New Zealand: Children's Worker Safety Check - ID Verification

No additional information required

12:25 p.m. 26/04/2018

Continue to work through the pages, agreeing to share the results of the Safety check with the Ministry of Health, and agreeing with the terms and conditions of the Police Check (as below)

CV CHECK

You are logged in as **Alison Eddy**  
User ID: 14489120 [Logout](#)

Dashboard Orders Invoices Resources Account Settings

### Online consent terms

Your consent is needed to complete your application. Please confirm that you have read and consent to the below terms.

Check the box below to indicate your signature:

☒ I have read and agreed to the consent terms.

Please Click 'Save & Continue'

#### NZ Police Vet - Online Consent Terms

- I confirm that the information provided in this application is correct
- I am aware that:
  - 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 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, including family violence incidents, and investigations that did not result in prosecution
    - 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)

#### Your Order Summary

Check Name	Price
Existing Children's Worker: Accredited	\$138.50
New Zealand: Children's Worker Safety Check - Assessment	
New Zealand: Children's Worker Safety Check - ID Verification	
New Zealand: Children's Worker Safety Check - Professional Membership	
New Zealand: Police Vetting	
Order Cost (excl GST)	\$138.50
GST	\$20.78
Total Cost	\$159.28

- Your Checks
- Your Details
- Check Information
- Sharing of Results
- Consent**
- Review Order
- Payment
- ID / Forms

[Save & Continue](#)

Your "Review order" page should look like this

**CV CHECK**

You are logged in as **Alison Eddy**  
User ID: 14489120 [Logout](#)

Dashboard Orders Invoices Resources Account Settings

### Review Your Order

You are about to order the following checks:

Check Name	Estimated Delivery Time*	Price
Existing Children's Worker: Accredited		\$138.50
New Zealand: Children's Worker Safety Check - Assessment	10 days	
New Zealand: Children's Worker Safety Check - ID Verification	1 day	
New Zealand: Children's Worker Safety Check - Professional Membership	3 days	
New Zealand: Police Vetting	20 days	

Cost (excl GST) \$138.50  
GST \$20.78  
Total Cost \$159.28

The following documentation is required for this order ... details will be emailed to you on completion of your order.

**Documentation**

Authority to Release Information

\*Please note: Estimated delivery times are provided as a guide only and may not apply to your application specifically.

Turnaround times are in business hours and based on our experience of the time taken for the majority of these checks to be delivered. However, our information is always obtained from the relevant authority or third party organisation who may cause your result to be delayed. This delay is outside of our control. You can read more on our delivery times [here](#).

### Your Order Summary

Check Name	Price
Existing Children's Worker: Accredited	\$138.50
New Zealand: Children's Worker Safety Check - Assessment	
New Zealand: Children's Worker Safety Check - ID Verification	
New Zealand: Children's Worker Safety Check - Professional Membership	
New Zealand: Police Vetting	

Order Cost (excl GST) \$138.50  
GST \$20.78  
Total Cost \$159.28

- 1 Your Checks
- 2 Your Details
- 3 Check Information
- 4 Sharing of Results
- 5 Consent
- 6 Review Order
- 7 Payment
- 8 ID / Forms

[Continue to Payment](#)

You will then get to the payment screen, you can submit payment by credit card.

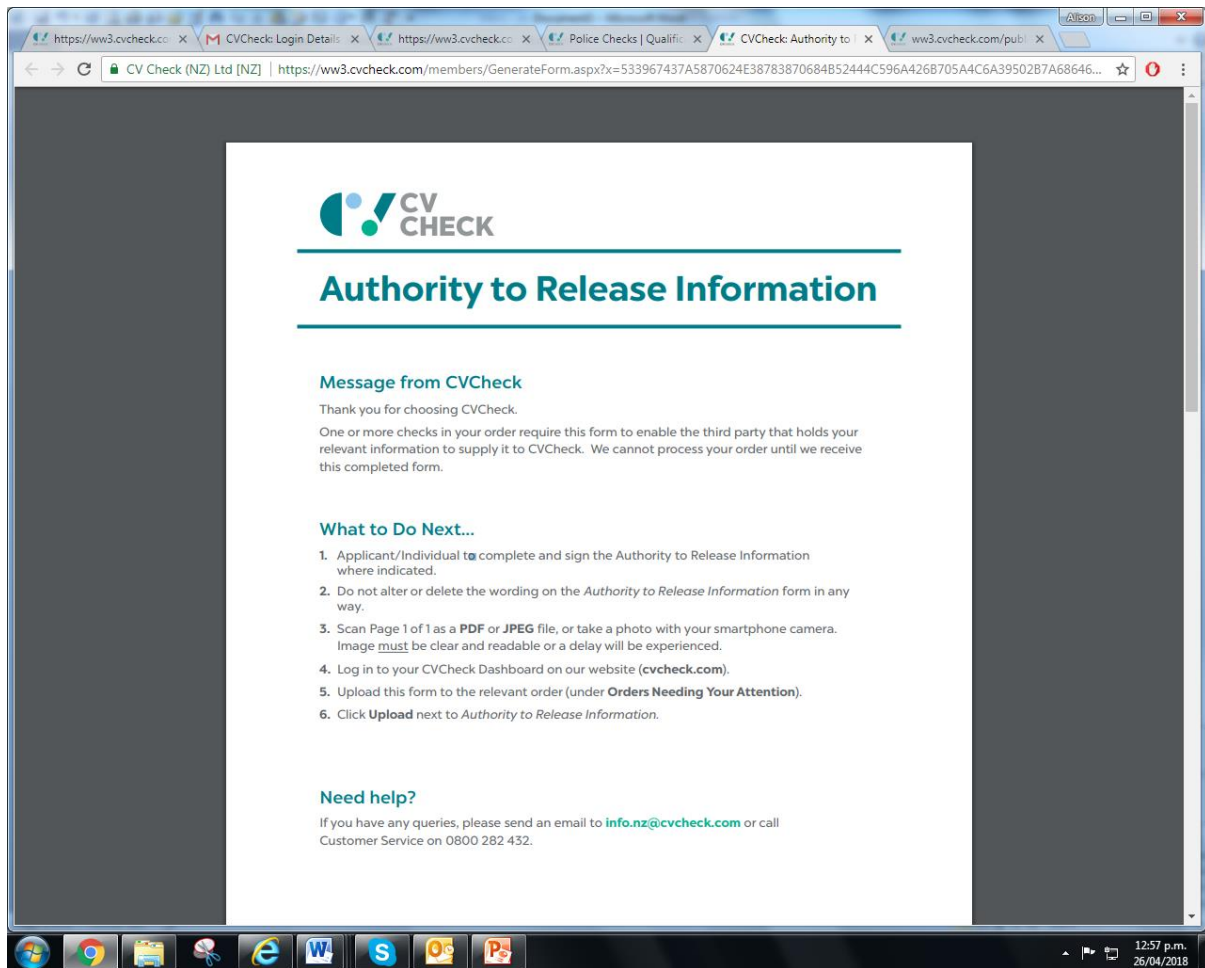
You will then get to this screen

The screenshot shows the CV Check web application interface. At the top, there is a navigation bar with the CV Check logo and a user login status: "You are logged in as Alison Eddy User ID: 14489120" with a "Logout" button. Below the navigation bar, there is a breadcrumb trail: "Order Details > Forms". The main content area is titled "2 Simple Steps to Provide the Required Documentation". It contains two sections: "1 Download" and "2 Deliver". The "1 Download" section has a sub-header "Click Download below to see what documentation is required for your order." The "2 Deliver" section has a sub-header "Unless originals are required, documentation can be uploaded directly to CVCheck as PDF or JPG files using the Upload button below." Below these sections, there is a table with the following structure:

Document Required	Download	View Uploaded File	Deliver
Authority to Release Information	Download		Upload

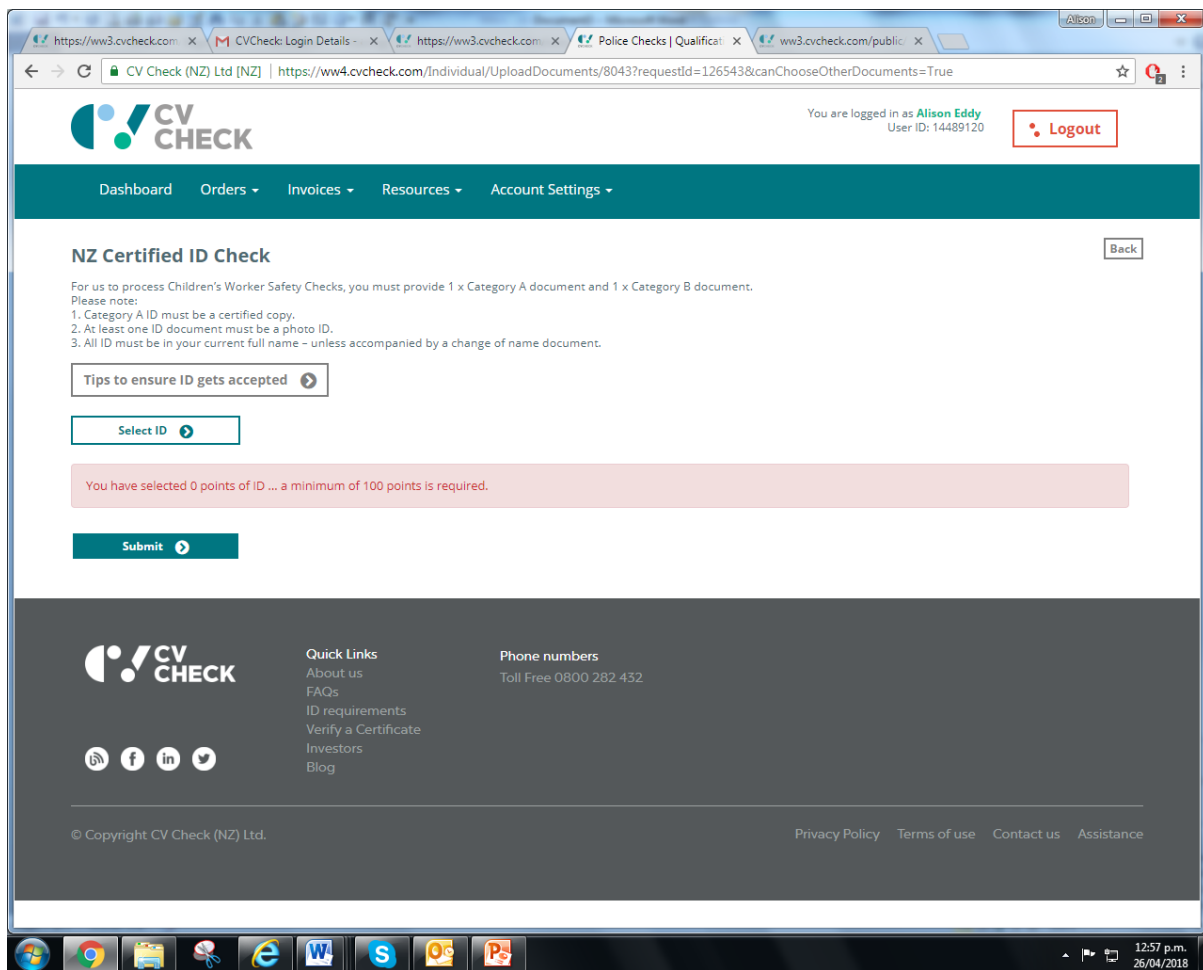
The "Download" button in the second row is circled in red. The footer of the page contains the CV Check logo, social media icons, quick links, phone numbers, and copyright information.

You need to click on the “Download” button. This will bring up an “Authority to Release Information” form which you need to complete, sign, scan or photograph and then upload into the system.



Once you have uploaded the signed and completed Authority to Release Information form, you will then be taken to the NZ Certified ID page.





This is where you will need to upload two forms of Certified ID. Follow the prompts to choose the type of ID documents you will provide.

Once you have successfully placed your order, including all of the required documentation and ID, your application will begin to be processed.

CV Check will send you an email confirmation once your check has been completed. A copy of your final assessment / completed Safety Check can be found through your log in to the CV check website.

YOU NEED TO 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

A Safety Check is valid for 3 years. Once you have a safety check through CV Check you will receive a reminder email after 2 year and 9 months to remind you that your check is due for renewal.