



Friday 2<sup>nd</sup> March 2018

## Updated Requirements for School Volunteers

Dear Parent/Carer,

Having effective child-safe policies and practices is an important part of maintaining a safe environment for our children.

To comply with new requirements from the Department of Education, an update to the school's procedures for volunteers is required.

Before the end of Term 1, all existing volunteers, and those considering volunteering at school, are asked to provide the school office with two items:

1. Proof of Identity (100 points of ID)
2. A signed copy of Appendix 5 (attached)

In the attached Appendix 5 document, volunteers make a declaration about their capacity to volunteer at school. (Volunteers who are not close family members will be required to sign/complete an alternate declaration – Appendix 11). If you would like to assist with transporting students, you will need to also provide your driver's licence and proof of car registration.

A Working with Children Check (WWCC) is not required for volunteering. You will still have to complete an Appendix 5 document if you have previously supplied the school with your WWCC number.

Our volunteers perform such an important role around the school, Redhead Public School would be lost without them. Your support in enabling our compliance is greatly appreciated. From Term 2, individuals will not be able to volunteer at the school unless they have completed the new requirements.

I would also like to take this opportunity to invite new family members to consider volunteering in some capacity in 2018. Your children will love seeing you at school. If you have any concerns, or need assistance, please contact the school.

Kind Regards,  
Lisa Monaghan  
Principal

## Proof of Identity



### NOTES:

- All persons who are employed or engaged in child-related work, excepting volunteers in the Duke of Edinburgh International Award, are required to provide *Proof of Identity* that meets the 100-point check. This document sets out the documents that may be provided, including the value of each document.
- Other than Special Categories 4 and 5 provided below, the 100 points proof of identity documents must include ONE Category 1 document; or at least ONE Category 2 document containing a photograph. Collectively, these documents must, as a minimum, also provide evidence of the person's date of birth and signature.
- If a name used in one document is different from that shown on the other documents provided, evidence of the name change is to be provided (for example, *Marriage or Change of Name Certificate*, or divorce papers issued by the Family Court). These documents DO NOT count towards the 100 points.
- All original documents must be sighted and certified by the relevant hiring manager or human resources/recruiting area.** Alternatively, certified copies may be provided, as certified by a Justice of the Peace or a legal practitioner with a current practising certificate.

The suitable wording for certification of the copy would be: **"I certify that this is a true and accurate copy of the document reported to me to be the original document"**.

The certification statement is to be written on the copy and then signed by the officer. In addition, the person must print their name and position.

### Category 1 – 70 points

(Only ONE form of identification accepted from this category.)

- Birth Certificate/Birth Extract
- Australian Passport (Current, or expired within the previous two years, but not cancelled)
- Australian Citizenship Certificate
- International Passport (Current, or expired within the previous two years, but not cancelled)
- Other document of identity having same characteristics as a passport e.g. diplomatic/refugee (Photo or Signature)

### Category 2 – 40 points

(More than one of the following documents may be counted. The initial document will score 40 points, and any additional documents will be awarded 25 points each.)

- Current Licence or Permit (Government Issued)
- Working With Children/Teachers Registration Card
- ASIC/MSIC Card
- Public Employee Photo ID Card (Government Issued)
- Department of Veterans' Affairs Card
- Centrelink Pensioner Concession Card or Health Care Card
- Current Tertiary Education Institution Photo ID
- Reference from a Doctor (must have known the applicant for a period of at least 12 months)

## Proof of Identity

### Category 3 – 25 points

(More than one of the following documents may be counted; each will score 25 points.)

- Foreign/International Driver's Licence
- Proof of Age Card (Government Issued)
- Medicare Card/Private Health Care Card
- Council Rates Notice
- Property Lease/Rental Agreement
- Property Insurance Papers
- Tax Declaration
- Superannuation Statement
- Seniors Card
- Electoral Roll Registration
- Motor Vehicle Registration or Insurance Documents
- Professional or Trade Association Card

To use more than one of the following documents, they must be from different organisations:

- Utility Bills (e.g. Telephone, Gas, Electricity, Water)
- Credit/Debit Card
- Bank Statement/Passbook

### Special Category 4 – Aboriginal person or Torres Strait Islander resident in a remote area/community

The applicant will meet the **100-point** requirement if the applicant is an Aboriginal person or Torres Strait Islander resident in a remote area/community, and the identity of the applicant is verified by two persons recognised as 'Community Leaders' of the community to which the applicant belongs.

### Special Category 5 – Person under the age of 18

A child will meet the **100-point** requirement if his or her identity is verified from ONE of the following:

- Birth Certificate/Birth Extract;
- Australian Passport (current, or expired within the previous two years, but not cancelled);
- Australian Citizenship certificate;
- International Passport (current, or expired within the previous two years, but not cancelled);
- Other document of identity having same characteristics as a passport e.g. diplomatic/refugee (Photo or Signature); **or**
- A statement from an educational institution, signed by the principal or deputy principal, confirming that the child attends the institution (statement must be on the institution's letterhead).



## Appendix 5 – Declaration for volunteers and non child related contractors

This declaration must be completed by **volunteers** and non-child related **contractors** seeking engagement with the Department of Education (the department) where the person is exempt under the [Child Protection \(Working with Children\) Regulation 2013](#) from having to hold a Working with Children Check clearance. See the department's [Working with Children Check Procedures](#) for more details.

### **This declaration does not apply to volunteers who are**

- Working as part of a formal mentoring program (whether or not a parent or close relative at the school at which they are volunteering) or
- Involved in intimate, personal care of children with a disability (whether or not a parent or close relative at the school at which they are volunteering) or
- Not a parent or close relative of a student at the school at which they are volunteering

### **This declaration does not apply to contractors who are**

- Ordinarily involved in direct contact with children for extended periods (for e.g. Speech Pathologists, health workers, band tutors, music tutors)

Those workers **listed above** need to provide the school with Appendix 11, a WWCC clearance and 100 points of ID in order that they can be verified via eCPC.

### **This declaration DOES apply to volunteers who are:**

Parents or close relatives who volunteer at their child's school. This includes day to day reading helpers, canteen helpers etc., who are a parent or close relative to a child at the school at which they are volunteering. These workers **DO NOT** need a WWCC number and **should not** be asked to provide one. These parents should complete this Appendix and provide the school with 100 points of ID. This information should be used to conduct a person search via eCPC. These people **should not** be established on eCPC.

### **This declaration DOES apply to contractors who are:**

Hired by the school or P&C to perform maintenance services or other additional services, however the work will not ordinarily involve contact with children for extended periods (for e.g. tree lopping, electrical testing, and annual maintenance of fire extinguishers). These contractors should complete this Appendix and provide the school with 100 points of

ID. This information should be used to conduct a person search via eCPC. These people **should not** be established on eCPC.

**Note: Contractors working in the Assisted School Travel Program and contractors employed through the department's maintenance program are not required to undergo any school based screening.**

### Applicant Details

First name: \_\_\_\_\_ Surname: \_\_\_\_\_

Previous names: \_\_\_\_\_

Date of birth:                    /                    /                     Male                     Female

Place of Birth: \_\_\_\_\_ Telephone: \_\_\_\_\_

Street address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State \_\_\_\_\_ Post Code \_\_\_\_\_

Occupation \_\_\_\_\_

### Identity documents

Please provide details of the approved documents according to the 100 point proof of ID check

Document Name	Issuing Agency	Reference number

### I declare:

1. a) I am in child-related work or applying to be in child-related work within the meaning of the NSW *Child Protection (Working with Children) Act 2012*, but am exempt from the requirement to hold a working with children check clearance under the Child Protection (Working with Children) Regulation 2013 at the time of the making of this declaration.  
**or**  
b) I am a non-child related contractor within the meaning of the NSW *Child Protection (Working with Children) Act 2012* at the time of the making of this declaration.
2. I have not been refused working with children check clearance under the *Child Protection (Working with Children) Act 2012* (this declaration may be made if a clearance was subsequently granted to you).
3. I have not had a working with children check clearance cancelled under the *Child Protection (Working with Children) Act 2012* (this declaration may be made if the clearance was surrendered by you, a clearance was subsequently granted to you, or

the cancellation was overturned on review).

4. I am not currently subject to an interim bar on engaging in child-related work under the *Child Protection (Working With Children) Act 2012*.
5. I have not been convicted of an offence, or subject to a finding of guilt for an offence or a finding that the charge for an offence is proven, where the offence was committed as an adult in New South Wales or elsewhere and was an offence of the following kind:
  - a. a sexual assault or intercourse offence;
  - b. the common the common law offence of rape or attempted rape;
  - c. an indecent assault offence;
  - d. a sexual servitude offence
  - e. observing a person engaged in a private act, for the purpose of obtaining sexual arousal or sexual gratification (voyeurism);
  - f. filming another person engaged in a private act or filming another person's private parts, for the purpose of obtaining, or enabling another person to obtain, sexual arousal or sexual gratification;
  - g. installing a device, or constructing or adapting the fabric of a building, for the purpose of facilitating the observation or filming of a child, with the intention of enabling any person to commit an offence referred to at (d)-(e) above;
  - h. murder of a child;
  - i. manslaughter of a child (other than as a result of a motor vehicle accident);
  - j. intentional wounding or causing grievous bodily harm to a child who was three or more years younger than me;
  - k. a child prostitution offence;
  - l. an offence involving an act of indecency with or towards a child;
  - m. procuring or grooming a child under 16 years of age for unlawful sexual activity;
  - n. using a child for the production of child abuse material, or producing, disseminating, possessing or importing child abuse material;
  - o. possessing or importing child pornography;
  - p. offences relating to the use of a postal or similar service for child pornography material or child abuse material;
  - q. offences relating to the use of a postal or similar service involving sexual activity with a child under 16;
  - r. publishing indecent articles;
  - s. an offence of kidnapping a child, unless a parent or carer of the child at the time of the offence;
  - t. a forced labour or deceptive recruiting for labour or services offence, where the victim was a child;
  - u. intentional or reckless infliction of grievous bodily harm on a child, during or after the delivery of the child;
  - v. intentionally abandoning or exposing a child under the age of seven;
  - w. bestiality;
  - x. an offence an element of which is an intention to commit one of the above offences;  
or
  - y. an offence of attempting, or of conspiracy or incitement, to commit one of the above offences.

I undertake, as a condition of my continuing to perform work (including volunteering) for \_\_\_\_\_ School, that I will notify them of:

- (a) any refusal to grant me a working with children check clearance under the NSW *Child Protection (Working with Children) Act 2012*;
- (b) the cancellation of any working with children check clearance I may hold under the NSW *Child Protection (Working with Children) Act 2012*;
- (c) the imposition of an interim bar under the NSW *Child Protection (Working with Children) Act 2012* that prevents me from engaging in child-related work that requires a working with children check clearance; and
- (d) any conviction imposed on me for an offence, or finding that I am guilty of an offence, or finding that the charge for an offence against me is proven, where the offence is of the kind referred to in the attached Declaration.

I declare that I am not a disqualified person within the meaning of Section 18 of the NSW *Child Protection (Working with Children) Act 2012*.

I am aware that providing false or misleading information in this document may lead to the following:

- the department withdrawing any offer of engagement that it has made to me; or
- the department terminating my engagement, and
- the department considering any false or misleading information I provide, when considering any future applications by me for employment or engagement.

Signature \_\_\_\_\_

Date            /            /