



ARCADIA PUBLIC SCHOOL

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Dear Parents and Grandparents,

WORKING WITH CHILDREN DECLARATION FOR VOLUNTEERS

It is a requirement of the NSW Department of Education (NSW DoE) that all school parents/close relatives who wish to volunteer (on school grounds, school/P&C social events and school excursions/camps) need to complete a Working with Children Check Declaration for Volunteers and Non-Child-Related Contractors form. Please note this is a NSW DoE form **NOT** a WWCCV obtained at Road Services NSW.

We hope to avoid last minute requests to you as we are doing at the moment for swimming carnival volunteers. As many of you volunteer at school at one time or another we are sending home the declaration attached for you to complete (page 1 and 2 of the form) ahead of time. Please return the form to the front office with:

- one government-issued photo identity document **such as a current driver's license** with full name, date of birth and current residential address and, if relevant, one change of name document.

Extra declaration forms are available at the office and via a link on our school website.

Thank you very much for your support in this NSW Department of Education child protection requirement.

If you have previously completed a NSW DoE WWCC Declaration 5 form for our school there is no need to complete a new form.

Please contact the office with any queries.

Kind regards,

Sharon O'Brien
Principal

Working With Children Check

Declaration for Volunteers and Non-Child-Related Contractors

For information about completing this declaration and the privacy statement, see pages 4 and 5 of this form.

Category of worker - tick one box		
Volunteer <input type="checkbox"/>	Non child-related contractor <input type="checkbox"/>	Under 18 years <input type="checkbox"/>

Applicant details			
Family name			
Given names			
Previous names			
Street address			
Suburb / Town			
State		Postcode	
Email address			
Telephone			
Date of birth		Gender	
City/town of birth			
Country of birth			
Citizenship			
Occupation (contractors only):			

Identity documents: Government-issued photo ID showing full name, date of birth, current address. Please provide details of your ID below. For further information see the [WWCC Guide to Identity Documents](#).

ID 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 had a working with children check cancelled, refused nor am I subject to an interim bar on engaging in child-related work under the Child Protection (Working with Children) Act 2012 (this declaration may be made if a clearance was subsequently granted to you, a clearance was surrendered by you or the cancellation was overturned on review).
3. 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.
4. 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 NSW or elsewhere and was an offence of the kind set out in the [list of offences](#) at page five of this declaration.
5. I undertake, as a condition of my continuing to perform work (including volunteering) for _____ School/business area, that I will notify them of:
 - a. the cancellation, refusal to be granted or imposition of an interim bar of any clearance I may hold under the NSW Child Protection (Working with Children) Act 2012 that would prevent me from engaging in child-related work that requires a working with children check clearance;
 - b. 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.
6. I am aware that providing false or misleading information in this document may lead to the Department:
 - a. withdrawing any offer of engagement that it has made to me; or
 - b. terminating my engagement, and
 - c. considering any false or misleading information I provide, when considering any future applications by me for employment or engagement.

Signature:

Date:

FOR OFFICE USE ONLY

To be completed by authorised DoE officer, or an authorised delegate of that officer.
Authorised delegates checking the declaration and ID are identified in the Department's [Working with Children Check Procedure](#).

I, (name): _____

Role (SASS officer/other): _____

Location / School: _____

have checked and verified the following:

- Person has completed and signed this declaration form correctly
- Person presenting against the photo ID provided to verify their identity – matched
- Person's name and DOB in the declaration using the photo ID provided – matched
- eCPC system - applicant is NOT included on the NTBE database

Signature:

Date:

Persons to complete this declaration

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. The declaration applies to:

- 'exempt' volunteers who are parents or close relatives of a child at the school at which they are volunteering. This includes day to day reading helpers, canteen helpers and other volunteers who are a parent or close relative.
- 'exempt' volunteers who are under 18 years of age.
- non child-related contractors who are contractors hired by the school or P&C Association to perform maintenance services or other additional services, where the work will not ordinarily involve contact with children for extended periods (for example, tree lopping, electrical testing, annual maintenance of fire extinguishers).

Persons in these categories of 'workers' do not need a WWCC clearance number and should not be established on the Department's electronic record of eCPC.

This declaration does not apply to contractors employed in the Assisted School Travel Program or through the Department's facilities maintenance programs. They are screened by other sections of the Department.

See the Department's [Working with Children Check Procedure](#) for more details.

Privacy Statement

The information collected on this declaration form and from the identification documents you provide will be used by the Department to manage risk associated with its legal obligations to ensure the protection of children and young persons in its care. The Department will use this information to check its business systems, including eCPC and the Department's database of persons not to be employed, to ensure that there is no barrier to your engagement as a volunteer or contractor. All information you provide to the Department will be used, disclosed and stored consistent with the NSW privacy and other related law. The completed declaration form and a record of the eCPC check will be filed by the school/business area in secure storage for seven years from date of inactivity and then destroyed. You may request access to this information from the school or business centre at which it is held. The Department will not disclose the information to another agency or person unless required by law.

Identification documents are viewed to verify your identity and check details recorded on the declaration form in eCPC. Any copy of identification documents you provide to the Department will be securely destroyed immediately after their use for this purpose.

Failure to provide information required to complete this declaration and identity check may result in declination of your request to work as an 'exempt' volunteer or non child-related contractor.

List of offences

As referred to on [page 2 of the Declaration](#):

- a) a sexual assault or intercourse offence;
- b) 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.