



Neutral Bay Public School

175 Ben Boyd Road,
Neutral Bay, NSW 2089.

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Dear volunteers,

Firstly, thank you for all the time and effort you give to NBPS to support our children. As per Department of Education regulations, any volunteers at our school are required to complete a declaration as well as sign in and out of the school. The declaration has been attached for your convenience. If you are:

- **A parent or close relative** of a child at NBPS, then you will need to complete ***Declaration for Volunteers and Non-child Related Contractors***
- **Not a parent or close relative** of a child at NBPS, then you will need to complete ***Specified Volunteers and Child Related Contractors*** as well as applying for a **free WWCC number**

When returning the declaration to the school office, please bring original documents for the office to sight to satisfy a 100 point check:

Birth Certificate, Current Passport, Citizenship Certificate	70 points
Current Australian Licence (Government Issued)	40 points
International Driver's License, Medicare Card, Council Rates, Property Lease, Seniors Card	25 points

Please return the declaration to the school office. Once these declarations have been collected, all volunteers need to sign in and out of school at the front office.

Thank you for your understanding.

Judy Goodsell
Principal

School Administrative Officers

Working With Children Check

Declaration for Child Related Work - Specified Volunteers and Child-Related Contractors

For information about completing this declaration and the privacy statement, see page four of this form.

Category of worker - tick one box		
<input type="checkbox"/> Specified volunteer	<input type="checkbox"/> Child related contractor	<input type="checkbox"/> Duke of Edinburgh's International Award volunteer

Declaration					
Family name:					
Given names:					
Previous names:					
Street address:					
Suburb:		State:		Post code:	
Email:				Telephone:	
Date of birth:		Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified		
Suburb/Town/City of birth:			State of birth (Aus. only):		
Country of birth:		Country of citizenship:			
WWCC number from OCG:					
Name on WWCC clearance:		Departmental ID number (if known):			
Occupation (contractors only):					

Identity document: 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. **Not applicable to Duke of Edinburgh’s International Award volunteers.**

ID document name	Issuing agency	Reference number

I declare that:

- 1) I have no criminal convictions in the past ten years. I understand that “conviction” is defined in the *Criminal Records Act 1991* and includes a conviction, whether summary or on indictment for an offence, and includes a finding or order that an offence has been proved, or that a person is guilty of an offence, without proceeding to conviction.
- 2) I am not subject to any pending court proceedings relating to a criminal matter in Australia or overseas.
- 3) I have no convictions that cannot become spent within the meaning of the *Criminal Records Act 1991* including but not limited to:
 - (i) convictions for which a prison sentence of more than six months has been imposed; or
 - (ii) convictions of sexual offences.

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

- withdrawing any offer of engagement that it has made to me; or
- terminating my engagement, or taking disciplinary action which may include my dismissal; and
- considering any false or misleading information I provide, when considering any future applications by me for engagement.

Signature:	Date:
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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 _____

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
- Employee ID number in eCPC _____

Signature:	Date:
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Persons to complete this declaration

This declaration must be completed by **specified volunteers and child related contractors** seeking engagement with the Department of Education (the Department) where the person is required to hold a Working with Children Check clearance under the Child Protection (Working with Children) Regulation 2013. See the Department's Working with Children Check Procedure for more details.

Child related contractors are contractors who are ordinarily involved **in direct contact with children** (for example speech pathologists, band tutors, music tutors, sports coaches, etc.)

Specified volunteers are volunteers:

- 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
- volunteering at an overnight school excursion (whether or not a parent or close relative of a child at the school at which they are volunteering)
- not a parent or close relative of a student at the school at which they are volunteering

These workers need to provide the school/workplace with this completed declaration form, a NSW WWCC clearance number (or other evidence that they hold a NSW WWCC clearance) and photo ID.

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

Privacy Statement

The information collected on this declaration document and from identification documents you provide will be used by the Department to manage risk associated with its legal obligation to ensure the protection of children and young persons in its care and for purposes directly related to your engagement with the Department.

The Department will use this information to verify your identity, verify your Working With Children Check (WWCC) clearance and check the Department's business systems, including eCPC and the database of persons not to be employed, to ensure that there is no barrier to engaging the person.

If you are cleared for engagement, this information will be entered onto the Department's eCPC and you will be allocated unique employee identification number.

All information you provide will be used, disclosed and stored consistent with the NSW privacy and other relevant 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 or authorised by law.

Identification documents are viewed to verify your identity and check details recorded on the declaration form and in eCPC. Any copy of these documents will be securely destroyed immediately after use.

Failure to provide information required to complete this declaration and identity check may result in declination of your request to work as a volunteer or contractor.