February 2015

Dear Parents,

As part of the Child Protection requirements an Online Training Module must be completed prior to you volunteering your help at school or on excursions.

You may access the module as follows:

Child Protection for Volunteers may be accessed via the following link located in the Child Protection Kit, Section 10, Child Protection Training for Volunteers:

http://childprotection.parra.catholic.edu.au/training

Using Child Protection for volunteers:

1. Open the Module by clicking the Start link
2. Read through the presentation.
3. Complete and submit quiz questions – this will take approx 45 minutes
4. After successful completion of the module, fill out the form by typing name, email address, contact number, contact address and the name of school.
5. A notification of successful completion of the module will be sent via e-mail to the school and also to the volunteer’s email address.

Once this module has been completed, the Child Protection requirements will have been met and you will be able to assist at St Monica’s Primary School.

You must complete this training module every two (2) years to be eligible to volunteer at School.

Thank you for your assistance.

Mrs Jacqueline Abood
Clerical Assistant
VOLUNTEER/STUDENT DECLARATION

An easier way? Complete this form online at check.kids.nsw.gov.au

Volunteers who mentor disadvantaged children or who provide intimate personal care to disabled children should use the Applicant Declaration and Consent rather than the Volunteer/Student Declaration.

Personal Details:

Name:

Family name: ____________________________
First name: ____________________________ Other given name(s): ____________________________

Previous names/aliases:

Family name: ____________________________
First name: ____________________________ Other given name(s): ____________________________
Family name: ____________________________
First name: ____________________________ Other given name(s): ____________________________

Residential address:

Address Line 1: ____________________________
Address Line 2: ____________________________
Suburb/Town: ____________________________ State: ____________________________ Postcode: ____________________________
Country: ____________________________

Contact:

Phone: ____________________________ Mobile: ____________________________
Email: ____________________________

Date of birth: ____________________________ Gender: ____________________________

Place of birth: ____________________________
Suburb/Town: ____________________________ State: ____________________________
Country: ____________________________

Identifying document:

If you used one of these documents to verify your identity, please fill in these details

Licence Type: Driver's License Firearms License
issuing Agency: Australian Capital Territory New South Wales
Queensland South Australia
Victoria Western Australia
Commonwealth of Australia Defence Force Academy
Australian RAAF Issued by a country other than Australia
Northern Territory Tasmania
Australian Army
Australian Navy
Other

Licence number: ____________________________

Passport Type: Private Government UN Refugee
issuing Country: ____________________________
Passport number: ____________________________

Position details:

Title of child-related position: ________________________________

Name of organisation you are volunteering for: ________________________________

Address of this organisation (if known): ________________________________

I am a parent or guardian of a participating child (y/n): ________________________________

I am a volunteer or student on placement (y/n): ________________________________

It is an offence for a prohibited person to apply for, attempt to obtain, undertake or remain in child-related employment, or to sign this declaration. A prohibited person is a person who is convicted of the following (whether in NSW or elsewhere):

- murder of a child
- serious sex offence, including carnal knowledge
- child-related personal violence offence (an offence committed by an adult involving intentionally wounding or causing grievous bodily harm to a child)
- indecency offences punishable by imprisonment of 12 months or more
- kidnapping (unless the offender is or has been the child's parent or carer)
- offences connected with child prostitution
- possession, distribution or publication of child pornography; or
- attempt, conspiracy or incitement to commit the above offences.

A prohibited person includes a Registrable person under the Child Protection (Offenders Registration) Act 2000.

Details of these offences can be found online at Working With Children Employer Guidelines Fact sheet 1. A conviction includes a finding that the charge for an offence is proven, or that a person is guilty of an offence, even though the court does not proceed to a conviction.

Declaration:

I have read and understood the information above about prohibited persons. I am aware that it is an offence to make a false statement on this form.

I declare that I am not a prohibited person under the Commission for Children and Young People Act 1998.

I consent to the Commission for Children and Young People checking my relevant criminal records, to verify these statements. I understand that this information may be referred to the Commission for Children and Young People and/or NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1)(f) of the Commission for Children and Young People Act 1998.

Signature: ________________________________  Date: ________________________________

Employer to Complete:

I have sighted photo identification for this person

Signature: ________________________________  Date: ________________________________

Name: ________________________________  Position: ________________________________

What should I do next? Once you have completed your details, you will need to sign the printed form and provide the signed form to your employer/volunteer organisation. You may also wish to retain a copy for your records.