

Catholic Diocese of Maitland-Newcastle

Working with children declaration for volunteers & contractors exempt from a WWCC Clearance

I, of
[name] [address]

born ondeclare that I am volunteering for.....
[DOB] [name of school, parish or program]

(Tick all that apply)

- I have not been charged with an offence relating to children or young people.
- I have not been the subject of a police investigation relating to children or young people.
- I have not had disciplinary action taken against me in a workplace regarding my interaction with a child or young person.
- I am not a “prohibited person” on the Child Protection Register under the *Child Protection (Offenders Registration) Act 2000*. I know 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**.
- I am not a “disqualified person” as defined in section 18 of the *Child Protection (Working With Children Act) 2012*. I understand that it is an offence for me to undertake child-related work if I have been convicted of the offences detailed in that section of the Act (the offences include indecent assault, murder of a child, sexual intercourse with a child, grooming, possession of child abuse material, intentional wounding to a child, and attempts to commit such offences).

Declaration:

1. I understand the Diocese does not tolerate ill-treatment of children and young people and that I am expected to adhere to behaviour standards in my role- such as *Integrity in the Service of the Church* or any Code of Conduct that applies.
2. I have read and understood the information above and know that it is expected that I have checked the definitions in the *Child Protection (Working With Children) Act 2012* if I am uncertain whether I am a disqualified person.
3. I understand that providing false or misleading information on this document can result in disciplinary action and will be considered during any future applications by me for engagement with the Diocese of Maitland-Newcastle.

Signature:	Date:
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Employer’s Representative to Complete:

- I have conducted a 100 Point Proof of Identity Check for the person named above

Name of person sighting identification:	Signed:
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Document / Item name	Issuing Agency	Reference number

When to use this form

This declaration is to be completed by:

- a) Volunteers who work with children but are exempt from a Working With Children Clearance because they are parents or close relatives of a child using the service or program (or attending the school where volunteering takes place);
- b) Volunteers, employees and contractors who have direct contact with children (or extensive access to children's personal information) in the provision of administrative, clerical, maintenance or ancillary work but are not ordinarily in contact with children for extended periods;
- c) Contractors or visiting speakers, performers or adjudicators involved in a work with minimal direct contact or unsupervised contact with children, done for no more than five days in a calendar year.

All other volunteers, contractors or workers in direct contact with children, and/or defined as being in child-related work (without an exemption) under the *Child Protection (Working With Children Act) 2012* MUST obtain a Working With Children Clearance issued by the Office of the Children's Guardian via www.kids.nsw.gov.au

This declaration is NOT to be used by ANY volunteers or contractors who will provide personal care to children with disabilities (for example assistance with toileting, bathing or dressing). These workers MUST obtain a Working With Children Clearance issued by the Office of the Children's Guardian.

This declaration is NOT to be used by Clergy and Religious. These workers MUST obtain a Working With Children Clearance issued by the Office of the Children's Guardian.

This declaration is NOT to be used by authorised foster carers or their adult household members. These individuals MUST obtain a Working With Children Clearance issued by the Office of the Children's Guardian.

This declaration is NOT to be used by student teachers whilst on practical placements involving unsupervised contact with children. These workers MUST obtain a Working With Children Clearance issued by the Office of the Children's Guardian.

How to use this form

Page 1 is a declaration to be completed by the applicant and the person responsible for completing the 100 point identification check. The scoring process used in a 100 point identification check is outlined in the appendix. This check is to be completed by an appropriate representative of the CSO, Chancery, parish, Zimmerman Services or other service or program within the Diocese. Originals or certified copies of identification documents must be sighted by the person conducting the check, and the person conducting this check must also complete and sign page 1 **before** sending the form to Zimmerman Services.

Why we are using this form

This process is due to changes in legislation and the implementation of the New Working With Children Check across NSW. The Commission for Children and Young People have encouraged employers to ensure alternative methods for screening exempt volunteers. Please refer to the *Child Protection (Working With Children) Act 2012* and the Commission for Children and Young People (NSW) for further information.

Please send completed form to Zimmerman Services

Email: child.protection@mn.catholic.org.au
Post: PO Box 29 Carrington 2294
Fax: 49791151
Phone: 49791390

APPENDIX: 100 POINT PROOF OF IDENTITY CHECK

Verify the name of the preferred applicant using one of:

- 70**
- Birth Certificate
 - Birth Card issued by the NSW Registry of Births, Deaths and Marriages
 - Citizenship Certificate
 - Current Australian passport
 - Expired Australian passport which has not been cancelled and was current within the preceding 2 yrs
 - Current passport from another country or diplomatic documents

Verify the name and photograph/signature of preferred applicant from one or more of these (the first item used from this list is worth 40 points. Any additional items used are worth only 25 points each):

- 40**
- Current driver photo licence issued by an Australian state or territory
 - Identification card issued to a public employee
 - Identification card issued by the Australian or any state government as evidence of a person's entitlement to a financial benefit
 - Identification card issued to a student at a tertiary education institution.
 - Name of preferred applicant verified in writing, signed by both the person giving it and the applicant, from one of the following:
 - A financial body certifying that the applicant is a known customer.
 - An acceptable referee under AUSTRAC Guideline No. 3

Verify name and address of preferred applicant from one or more of these:

- 35**
- Document held by a cash dealer giving security over property
 - A mortgage or other instrument of security held by a financial body
 - Council rates notice
 - Document from current employer or previous employer within the last two years
 - Land Titles Office record
 - Document from the Credit Reference Association of Australia

Verify name of preferred applicant from one or more of these:

- 25**
- Current credit card or account card from a bank, building society or credit union
 - Current telephone, water, gas or electricity bill
 - Foreign driver's licence
 - Medicare Card
 - Electoral roll compiled by the Australian Electoral Commission
 - Lease/rent agreement
 - Current rent receipt from a licensed real estate agent
 - Records of a primary, secondary, or tertiary educational institution attended by the applicant within the last 10 years
 - Records of a professional or trade association of which the applicant is a member

For applicants under 18

Verify the person's name using one document from the 70 point list above or a student card or a letter signed by the principal, deputy principal, head teacher, deputy head teacher or enrolment officer, confirming that the applicant currently attends the institution.