

### Declaration Form

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#### Working with Children Check

Thank you for volunteering at a Catholic Education, Archdiocese of Canberra & Goulburn School, your assistance is greatly valued and will provide significant support to the students and staff.

In NSW the *Child Protection (Working with Children) Act 2012* commenced in 2012 with the aim to reduce the risk of harm or neglect to children in NSW. Under the legislation most people who work or volunteer with children in school activities must complete a Working with Children Check.

If you have a Working with Children check, thank you for taking the time to register and for your efforts to keep all children safe. If you do not have the check, there are a number of circumstances when a volunteer does not need to have the check to work with children in a school setting.

**You are not required to hold a Working with Children check to volunteer if:**

- you are under 18 years old;
- you are a parent or a close relative of a student and are volunteering for activities at their school;
- you have not worked or volunteered with children for more than five days in the last 12 months (**Short Term Exemption**);
- you are registered under a similar law in another State or Territory (for example ACT – Working with Vulnerable People), as long as you do not work or volunteer for more than 30 days in 12 months;
- you are a visiting speaker, performer, assessor or other similar visitor at a school for a one-off occasion in the presence of one or more other adults.

It is your responsibility to be able to show that you meet the requirements around any of the exemptions listed above, for example that you meet the time limitations for the Short Term Exemption. The school you wish to assist will ask you to sign a declaration confirming you understand your obligations and responsibilities under the legislation.

If you have any questions about whether you meet the requirements, please contact a member of the Leadership Team at the school to confirm you meet the requirement of an exemption and do not need to have a Working with children check to assist.

A Working with Children Check for volunteers is free and if you would like to register as a volunteer, please go to the Office of the Children's Guardian website and complete the application:

<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check/apply>.



**Declaration**

I,

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*(insert full name, address and occupation of person making the declaration)*

**Declare as follows:**

1. I am aware of the requirements of the Act and the requirement for a person to have WWCC Clearance to engage in a child-related work.
2. I am aware that engaging in child-related work without WWCC Clearance is an offence punishable by a fine proscribed by the Act and/or imprisonment.
3. I am exempt from the requirement to hold or not required to hold a WWCC clearance.
4. I have not in NSW or under a corresponding law in other jurisdictions been refused a WWCC or had the Clearance suspended (barred) or cancelled under the Act.
5. I am not aware of any criminal investigations, convictions and non-convictions relevant to me in NSW or other jurisdictions which may restrict me being granted a WWCC Clearance.
6. I am not aware of any other information which would disqualify the person from obtaining a WWCC Clearance under the Act or under a corresponding law in other jurisdictions.

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Signature

Declared at ..... (School/Place) on ..... (date)

