

# 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 pages 4 and 5 of this form.

| Category of worker - tick one box            |   |  |
|--|---|--|
| Specified volunteer <input type="checkbox"/> | Child-related contractor <input type="checkbox"/> | Duke of Edinburgh's International Award volunteer <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                 |  |          |  |
| 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 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](#). Not applicable to Duke of Edinburgh’s International Award volunteers.

| ID document name | Issuing agency | Reference number |
|------------------|----------------|------------------|
|                  |                |                  |
|                  |                |                  |
|                  |                |                  |

**I declare:**

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.
4. 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.
  - 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
- Employee ID number in eCPC

Signature:

Date:

## 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.