

Declaration for Volunteers/Contractors

Catholic Schools Broken Bay

This declaration is to be completed by Volunteers or Contractors who are engaged by Catholic Schools Broken Bay but who are not required to hold a Working With Children Check number.

1. This declaration is to be completed by (i) volunteers who will have direct contact with children; and (ii) contractors who will have direct contact with children in the provision of administrative, clerical or maintenance services or other ancillary services, however the work will not ordinarily involve contact with children for extended periods.

Once the person has completed and provided this declaration, the person can commence engagement as a volunteer or contractor. The completed declaration will be filed securely at the School in accordance with the School's privacy policy.

2. This declaration does not apply to:

- (i) Volunteers and contractors who will provide personal care services to children with disabilities involving intimate contact with those children (such as assistance with toileting, bathing or dressing), or mentoring services as part of a formal mentoring program provided by a government or non-government agency – who will be required to obtain a Working With Children Check (WWCC) Clearance Number (as issued by the NSW Children's Guardian) as a condition of engagement. If they do not have this yet, they must apply to obtain this from the NSW Children's Guardian.
- (ii) Contractors whose work will ordinarily involve direct contact with children for extended periods – these contractors will be required to have a WWCC Clearance Number as a condition of engagement.
- (iii) Volunteers (including parents) whose work will involve direct contact with children while attending overnight camps/excursions – are required to obtain a Working With Children Check (WWCC) Clearance Number (as issued by the NSW Children's Guardian) as a condition of engagement.

Surname	First Name	Middle Name	
Other names/aliases (include all names or aliases used currently or in the past)		Gender <input type="checkbox"/> Female <input type="checkbox"/> Male	
Date of birth (DD/MM/YYYY)	Place of birth (City, State & Country)	Telephone	
Address (Number, Street, Suburb/City)		State	Postcode
Name of School			

It is an offence for a disqualified person as defined in section 18 of the Child Protection (Working with Children) Act 2012 to undertake or remain in child-related employment. Without limiting the application of section 18 of the Act, this includes persons who have been convicted of the following offences (including equivalent offences in other states):

- murder of a child;
- manslaughter of a child (other than as a result of a motor vehicle accident);
- an offence involving intentional wounding or causing grievous bodily harm to a child by an adult who is more than 3 years older than the victim;
- the common law offence of rape or attempted rape;
- an offence under the Crimes Act 1900 relating to sexual assault, aggravated sexual assault, aggravated sexual assault in company, assault with intent to have sexual intercourse, indecent assault, aggravated indecent assault, or the attempt to commit any of these offences;
- an offence under the *Crimes Act 1900* relating to sexual intercourse-child under 10, Attempting, or assaulting with intent, to have sexual intercourse with child under 10, Sexual intercourse-child between 10 and 16, Attempting, or assaulting with intent, to have sexual intercourse with a child between 10 and 16, Persistent sexual abuse of a child, Procuring or grooming child under 16 for unlawful sexual activity, Sexual offences-cognitive impairment, Sexual intercourse with child between 16 and 18 under special care;
- an offence under the *Crimes Act 1900* relating to incest, incest attempts, bestiality;
- an offence under the *Crimes Act 1900* relating to Sexual assault by forced self-manipulation, Causing sexual servitude, Conduct of business involving sexual servitude;
- kidnapping unless the offender is or has been the child's parent or carer;
- an offence under the *Crimes Act 1900* relating to Promoting or engaging in acts of child prostitution, Obtaining benefit from child prostitution, Premises not to be used for child prostitution, Production, dissemination or possession of child abuse material;
- an offence under the *Crimes Act 1900* relating to injuries to child at time of birth, Abandoning or exposing a child under 7 years;
- an offence under the *Crimes Act 1900* relating to Voyeurism, Filming a person engaged in private act, Filming a person's private parts;
- an offence under the *Crimes Act 1900* relating to installing device to facilitate observation or filming
- an offence under the Criminal Code of the Commonwealth relating to Sexual intercourse with child outside Australia, Aggravated offence-child with mental impairment or under care, supervision or authority of defendant, Persistent sexual abuse of child outside Australia;
- an offence under the *Criminal Code of the Commonwealth* including Procuring child to engage in sexual activity outside Australia "Grooming" child to engage in sexual activity outside Australia;
- an offence under the *Criminal Code of the Commonwealth* relating to Sexual servitude offences against a child;
- an offence under the *Criminal Code of the Commonwealth* relating to Using a postal or similar service for child pornography material; or
- attempt, conspiracy or incitement to commit the above offences.

Declaration

I declare that I am not a disqualified person within the meaning of section 18 of the Child Protection (Working with Children) Act 2012. I undertake, as a condition of my continuing to perform child-related work (including volunteering) that I will notify the School of any conviction imposed on me for an offence, or finding that I am guilty of an offence, or finding that the charge for an offence against me is proven, where the offence is of the kind referred to in this Declaration.

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

- the Diocese of Broken Bay withdrawing any offer of engagement that it has made to me; or
- the Diocese of Broken Bay terminating my engagement; and
- the Diocese of Broken Bay considering any false or misleading information I provide, when considering any future applications by me for employment or engagement.

Signature	Date
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Contractor / Volunteer Collection Notice

1. In offering, applying or agreeing to provide services to the School or Catholic Schools Broken Bay (CSBB), you will be providing [name of School or CSBB] with personal information.
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application. We may also make notes and prepare a confidential report in respect of your application.
3. You agree that we may store this information for a reasonable period of time.
4. The CSBB's Privacy Policy, accessible on CSBB's website, contains details of how you may complain about a breach of the Australian Privacy Principles and how you may seek access to and correction of your personal information which the school or CSBB has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons if appropriate.
5. We will not disclose this information to a third party without your consent unless otherwise permitted to. We usually disclose this kind of information to Catholic Schools NSW and the Catholic Commission for Employment Relations.
6. We are required to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection law. We may also collect personal information about you in accordance with these laws.
7. The school or CSBB may use online or 'cloud' service providers to store personal information and to provide services to the school that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the school's or CSBB's use of online or 'cloud' service providers is contained in the CSBB Privacy Policy.
8. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to us and why.

You can obtain further information about privacy from:

- the School Principal
- The Privacy Officer
Catholic Schools Broken Bay
P O Box 967
Pennant Hills NSW 1715

Safe School Expectations

Undertakings for Contractors and Volunteers

Please note that if you are engaged in a school for work or in a voluntary capacity it is important that you understand children can be vulnerable and need to be protected by safe and trusted adults. Your right to work or volunteer in a school is conditional on understanding that children need to be protected and that you adhere to the conditions listed below. At any time, this right can be revoked if these conditions are not complied with.

School/College: _____

Name of Contractor/Volunteer: _____

1. On arrival **proceed immediately to reception and sign on** prior to any work occurring. You will be issued with a visitor tag /id that you must wear whilst on site. Staff and students will look for this tag as you move through the school.
2. Leave your **mobile phone number at the reception** in case the Principal needs to contact you.
3. **Do not under any circumstances enter student toilets or change rooms.** You are only allowed to use staff/adult toilets if they are available.
4. **Do not use canteen facilities** without permission from the Office staff.
5. **Do not drink alcohol or smoke** on school premises.
6. **Do not interact with any student outside the course of the approved work** you are providing to the school. If a student approaches you or you see student behaviour that concerns you advise the teacher closest to you or Principal.
7. **You should not be alone with any student** particularly in a closed room (unless approved by the Principal as it relates to the work you are undertaking).
8. **Do not exchange phone or mobile numbers** with any student or connect with them through any social media (unless approved by Principal).
9. Understand that as a contractor or volunteer **you are subject to NSW child protection legislation** relating to reporting Risk of Significant Harm (Children and Young Persons (Care and Protection) Act 1998 and Allegations Against Employees (Children’s Guardian Act 2019).

As a contractor/volunteer you are required to be supervised during the time you attend the school.

Undertaken and statement:

I, _____ of _____ (service or address) have read the above.
I understand points 1-9 and undertake to adhere to these requirements.

Signature: _____ Date: _____

Office use only:

Staff name: _____ Signature: _____

Date: _____