Working with Children Check –
Declaration for volunteers and contractors
(other than contractors in the Assisted School Travel Program)

1. Subject to section 2 below, this declaration is to be completed by (i) volunteers who will have direct contact with children; and (ii) contractors (other than contractors in the Assisted School Travel Program) 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, along with Proof of Identity that meets the 100-point check (Appendix 6), the person can commence engagement as a volunteer or contractor. The completed declaration and Proof of Identity are to be filed in secure storage by the area engaging the volunteer or contractor.

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 (per Appendix 4: Information sheet for applicants).

(ii) contractors in the Assisted School Travel Program, and all other 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) new volunteers in the Duke of Edinburgh’s International Award – these volunteers will be required to have a WWCC Clearance Number as a condition of engagement.

*Note: Transitional provisions apply to existing volunteers and contractors (i.e. those engaged as a volunteer or contractor, or placed on a volunteer or contractor engagement list, immediately prior to 15 June 2013). Refer to Appendix 9: Transitional arrangements for existing child-related workers.

<table>
<thead>
<tr>
<th>Surname</th>
<th>First Name</th>
<th>Middle Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other names/aliases (include all names or aliases used currently or in the past)</td>
<td>Female</td>
<td>Male</td>
</tr>
<tr>
<td>Date of birth</td>
<td>Place of birth (City, State and Country)</td>
<td>Telephone</td>
</tr>
<tr>
<td>Address (Number, Street, Suburb/City)</td>
<td>State</td>
<td>Postcode</td>
</tr>
<tr>
<td>Work title:</td>
<td>Work location:</td>
<td></td>
</tr>
</tbody>
</table>

Please provide the details of the approved documents according to the 100 point Proof of Identity check

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Issuing Agency</th>
<th>Reference number</th>
</tr>
</thead>
</table>
Proof of Identity

**Category 3 – 25 points**
(More than one of the following documents may be counted; each will score 25 points.)

- Foreign/International Driver’s Licence
- Proof of Age Card (Government Issued)
- Medicare Card/Private Health Care Card
- Council Rates Notice
- Property Lease/Rental Agreement
- Property Insurance Papers
- Tax Declaration
- Superannuation Statement
- Seniors Card
- Electoral Roll Registration
- Motor Vehicle Registration or Insurance Documents
- Professional or Trade Association Card

To use more than one of the following documents, they must be from different organisations:

- Utility Bills (e.g. Telephone, Gas, Electricity, Water)
- Credit/Debit Card
- Bank Statement/Passbook

**Special Category 4 – Aboriginal person or Torres Strait Islander resident in a remote area/community**

The applicant will meet the **100-point requirement** if the applicant is an Aboriginal person or Torres Strait Islander resident in a remote area/community, and the identity of the applicant is verified by two persons recognised as ‘Community Leaders’ of the community to which the applicant belongs.

**Special Category 5 – Person under the age of 18**

A child will meet the **100-point requirement** if his or her identity is verified from **ONE** of the following:

- Birth Certificate/Birth Extract;
- Australian Passport (current, or expired within the previous two years, but not cancelled);
- Australian Citizenship certificate;
- International Passport (current, or expired within the previous two years, but not cancelled);
- Other document of identity having same characteristics as a passport eg. diplomatic/refugee (Photo or Signature); or
- A statement from an educational institution, signed by the principal or deputy principal, confirming that the child attends the institution (statement must be on the institution’s letterhead).
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Reference from a doctor (must have known the applicant for a period of at least 12 months)
•
Current Federal Education/Institution Photo ID
•
Counselling/Psychologist/Attorney Card or Health Care Card
•
Department of Veterans Affairs Card
•
Public Employee Photo ID Card (Government issued)
•
ASIC/ASIC Card
•
Working With Children Employees Registration Card
•
Current Licence of Permit (Government issued)
•

Points, and any additional documents will be awarded 25 points each. Any more than one of the following documents may be counted. The initial document will score 40 points.

Category 2 – 40 points

(only ONE from this category accepted from this category)

Addition, the person must print their name and position.
The certification statement is to be written on the copy and then signed by the officer in

unmarked copy of the original

The suitable wording for certification of the copy would be: „I certify this is a true and

certified by a Justice of the Peace of a legal proceeding with a current producing certificate.

of Human Resources/Rehabilitation Area. Alternatively, certified copies may be provided as

of name change or divorce papers issued by the Family Court. These documents DO

Evidence of a person’s date of birth and signature.

2. Evidence of original documents should include ONE Category 1 document of at least ONE Category 2 document

3. If a name used in one document is different from that shown on the other documents

4. All additional documents must be signed and certified by the relevant hiring manager

NOT count towards the 100 points. These documents DO

NOT be provided, including the date of each document.

1. All persons who are employed or engaged in child-related work are required to provide Proof of Identity

NOTES