



PARENT HELPER INFORMATION PACK

Dear Parent,

Thank you for offering to assist as a Parent Helper/Driver throughout this year. We could not provide many of the great programs that we do, without the help of parents like yourself, who give up their time for our students.

Appendix 5 Declaration for Volunteers

It is a Department of Education NSW requirement that all parents or close relatives volunteering in schools where they will be working with children must complete an Appendix 5 Declaration for volunteers and non-child related contractors form. This enables us to ensure that our school is a safe place, at all times, for our students. Please complete the attached Appendix 5 Declaration and return it to school, along with your 100 points of identification. This is required if you are working in the canteen, in the classroom assisting with reading, at P & C Functions where there are students present and on excursions.

Drivers Licence and Vehicle Registration Details

Please complete the attached Drivers Licence and Vehicle Registration Details Form and return to the office. This form provides the school with evidence that you are a licenced driver and that your vehicle is registered. This is required if you provide transport assistance for any related school functions, where you transport any child (including your own) to or from any school organised function.

Parent Helper Conduct Agreement

The Parent Helper Conduct Agreement details all of the conditions and expected behaviour that parents/helpers should display at all times whilst assisting with any school/P&C related functions and/or activities.

Once again, thank you for your contribution to our school and we hope that you find the experience of being a parent helper a rewarding one.

For further information about any of the attached documents, please contact me on 66884272.

Michael Coleman
Principal

This policy was updated 2018.

Eureka Public School is a proud member of the First North Community of Schools.

Brunswick Road, Eureka NSW 2479
Email: eureka-p.school@det.nsw.edu.au

T: 0266884272 F: 0266884039
Website: www.eureka-p.schools.nsw.edu.au
Principal: Michael Coleman



Appendix 5 – Declaration for volunteers and non child related contractors

This declaration must be completed by **volunteers** and non-child related **contractors** seeking engagement with the Department of Education (the department) where the person is exempt under the [Child Protection \(Working with Children\) Regulation 2013](#) from having to hold a Working with Children Check clearance. See the department's [Working with Children Check Procedures](#) for more details.

This declaration does not apply to volunteers who are

- 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
- Not a parent or close relative of a student at the school at which they are volunteering

This declaration does not apply to contractors who are

- Ordinarily involved in direct contact with children for extended periods (for e.g. Speech Pathologists, health workers, band tutors, music tutors)

Those workers **listed above** need to provide the school with Appendix 11, a WWCC clearance and 100 points of ID in order that they can be verified via eCPC.

This declaration DOES apply to volunteers who are:

Parents or close relatives who volunteer at their child's school. This includes day to day reading helpers, canteen helpers etc., who are a parent or close relative to a child at the school at which they are volunteering. These workers **DO NOT** need a WWCC number and **should not** be asked to provide one. These parents should complete this Appendix and provide the school with 100 points of ID. This information should be used to conduct a person search via eCPC. These people **should not** be established on eCPC.

This declaration DOES apply to contractors who are:

Hired by the school or P&C to perform maintenance services or other additional services, however the work will not ordinarily involve contact with children for extended periods (for e.g. tree lopping, electrical testing, and annual maintenance of fire extinguishers). These contractors should complete this Appendix and provide the school with 100 points of

ID. This information should be used to conduct a person search via eCPC. These people **should not** be established on eCPC.

Note: Contractors working in the Assisted School Travel Program and contractors employed through the department's maintenance program are not required to undergo any school based screening.

Applicant Details

First name: _____ Surname: _____

Previous names: _____

Date of birth: / / Male Female

Place of Birth: _____ Telephone: _____

Street address: _____

Suburb: _____ State _____ Post Code _____

Occupation _____

Identity documents

Please provide details of the approved documents according to the 100 point proof of ID check

Document Name	Issuing Agency	Reference number

I declare:

1. a) I am in child-related work or applying to be in child-related work within the meaning of the NSW *Child Protection (Working with Children) Act 2012*, but am exempt from the requirement to hold a working with children check clearance under the Child Protection (Working with Children) Regulation 2013 at the time of the making of this declaration.
or
b) I am a non-child related contractor within the meaning of the NSW *Child Protection (Working with Children) Act 2012* at the time of the making of this declaration.
2. I have not been refused working with children check clearance under the *Child Protection (Working with Children) Act 2012* (this declaration may be made if a clearance was subsequently granted to you).
3. I have not had a working with children check clearance cancelled under the *Child Protection (Working with Children) Act 2012* (this declaration may be made if the clearance was surrendered by you, a clearance was subsequently granted to you, or

the cancellation was overturned on review).

4. I am not currently subject to an interim bar on engaging in child-related work under the *Child Protection (Working With Children) Act 2012*.
5. I have not been convicted of an offence, or subject to a finding of guilt for an offence or a finding that the charge for an offence is proven, where the offence was committed as an adult in New South Wales or elsewhere and was an offence of the following kind:
 - a. a sexual assault or intercourse offence;
 - b. the common the common law offence of rape or attempted rape;
 - c. an indecent assault offence;
 - d. a sexual servitude offence
 - e. observing a person engaged in a private act, for the purpose of obtaining sexual arousal or sexual gratification (voyeurism);
 - f. filming another person engaged in a private act or filming another person's private parts, for the purpose of obtaining, or enabling another person to obtain, sexual arousal or sexual gratification;
 - g. installing a device, or constructing or adapting the fabric of a building, for the purpose of facilitating the observation or filming of a child, with the intention of enabling any person to commit an offence referred to at (d)-(e) above;
 - h. murder of a child;
 - i. manslaughter of a child (other than as a result of a motor vehicle accident);
 - j. intentional wounding or causing grievous bodily harm to a child who was three or more years younger than me;
 - k. a child prostitution offence;
 - l. an offence involving an act of indecency with or towards a child;
 - m. procuring or grooming a child under 16 years of age for unlawful sexual activity;
 - n. using a child for the production of child abuse material, or producing, disseminating, possessing or importing child abuse material;
 - o. possessing or importing child pornography;
 - p. offences relating to the use of a postal or similar service for child pornography material or child abuse material;
 - q. offences relating to the use of a postal or similar service involving sexual activity with a child under 16;
 - r. publishing indecent articles;
 - s. an offence of kidnapping a child, unless a parent or carer of the child at the time of the offence;
 - t. a forced labour or deceptive recruiting for labour or services offence, where the victim was a child;
 - u. intentional or reckless infliction of grievous bodily harm on a child, during or after the delivery of the child;
 - v. intentionally abandoning or exposing a child under the age of seven;
 - w. bestiality;
 - x. an offence an element of which is an intention to commit one of the above offences;
or
 - y. an offence of attempting, or of conspiracy or incitement, to commit one of the above offences.

I undertake, as a condition of my continuing to perform work (including volunteering) for _____ School, that I will notify them of:

- (a) any refusal to grant me a working with children check clearance under the NSW *Child Protection (Working with Children) Act 2012*;
- (b) the cancellation of any working with children check clearance I may hold under the NSW *Child Protection (Working with Children) Act 2012*;
- (c) the imposition of an interim bar under the NSW *Child Protection (Working with Children) Act 2012* that prevents me from engaging in child-related work that requires a working with children check clearance; and
- (d) 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 the attached Declaration.

I declare that I am not a disqualified person within the meaning of Section 18 of the NSW *Child Protection (Working with Children) Act 2012*.

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

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

Signature _____

Date / /



Eureka Public School Parent Helper Conduct Agreement

Throughout the school year there are educational, cultural and sporting excursions for which teachers need volunteers to assist with the supervision of students.

Parents and other volunteers assisting with the supervision of an excursion do so on the understanding that:

- The teacher(s) is/are responsible for the excursion itinerary, program, accommodation, costing and overall management
- The teacher(s) in charge has ultimate responsibility for the safety, welfare and care of the students whilst on an educational excursion.
- They are accepting joint responsibility for children under their care for the duration of the excursion.
- Their prime role is to help supervise the students, not attend as a “sight-seer/passenger”, nor to solely focus on their own child if he/she is attending the excursion.
- Their conduct and manner should at all times be an acceptable and appropriate model for the students.
- They should refrain from smoking in the presence or sight of students.
- They should co-operate with the teacher(s) in charge to ensure the safety and welfare of the students and the overall success of the excursion.
- Under the Child Protection Act of 1998, it is necessary to sign an Appendix 5 document.
- Volunteers accompanying an excursion approved by the Principal will have the same protection from litigation as that afforded to teaching staff in the execution of their “Duty of Care.”
- **Confidentiality is of prime concern. Parents are not to discuss any information they obtain on the excursion with anybody, other than the classroom teacher or the Principal.**

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EXCURSION VOLUNTEER

I am prepared to help supervise educational excursions involving students from Eureka Public School I have read and understand the conditions above.

First Name Family Name

Telephone No. Home Work Mobile

Address

..... Postcode

Current First Aid Yes / No
(Please provide a copy)

Signature Date



**PARENT DRIVER
VEHICLE REGISTRATION & DRIVERS LICENCE FORM**

Drivers Licence

Full Name on Licence: _____

Address On Licence: _____

Drivers Licence Number: _____

Licence Class: _____

Date of Birth: _____

Licence Expiry Date: _____

Copy attached

Vehicle Registration

Registration Plate: _____

Expiry Date: _____

Copy attached

Proof of identity - 100 point check

Guide to identity documents for visitors, specified volunteers and contractors

All visitors, specified volunteers and contractors are required to provide 100 points of identification as part of the initial screening process. This applies to all persons entering a school and completing either Appendix 5 or Appendix 11 declaration.

Key information

Other than Special Categories 4 and 5 below, the 100 points proof of identity documents must include ONE Category 1 document; or at least ONE Category 2 document containing a photograph. Collectively, these documents must, as a minimum, also provide evidence of the person's date of birth and signature.

If a name used in one document is different from that shown on the other documents provided, evidence of the name change is to be provided (for example, Marriage or Change of Name Certificate, or divorce papers issued by the Family Court). These documents DO NOT count towards the 100 points.

All original documents must be sighted and certified by the relevant officer conducting the screening. Alternatively, certified copies may be provided, as certified by a Justice of the Peace or a legal practitioner with a current practising certificate.

The suitable wording for certification of the copy would be: "I certify this is a true and unaltered copy of the original".

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

Category 1 (70 points)

(Only ONE form of identification accepted from this category.)

- 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 e.g. diplomatic/refugee (Photo or Signature)

Category 2 (40 points)

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

- Current Licence or Permit (Government Issued)
- Working With Children/Teachers Registration Card
- ASIC/MSIC Card
- Public Employee Photo ID Card (Government Issued)
- Department of Veterans' Affairs Card

- Centrelink Pensioner Concession Card or Health Care Card
- Current Tertiary Education Institution Photo ID
- Reference from a Doctor (must have known the applicant for a period of at least 12 months)

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 e.g. 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).

For more information contact

Probity Unit, Human Resources directorate
probity@det.nsw.edu.au

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