

Volunteer Registration Form

Volunteer Details – Please print

Volunteer's Name

M / F

Address

Email

Home Phone

Work Phone

Mobile

DOB

Country of Birth

Languages Spoken

Are you of Aboriginal or Torres Strait Islander descent? Y / N

Do you have any health or medical conditions we should be aware of?

Emergency Contact Details

Name

Relationship

Home Phone

Work Phone

Mobile

Availability

Days & Times Available

Roles (Please circle)

Canteen

Library

Classroom Support/Activities

Sports Activities

Excursions/ Incursions

P & F Activities

Playground/Site Support

Skills & Interests

Health & Special Needs (List any health conditions/allergies/medications that may impact on your ability to complete some tasks or in the event of an emergency)

What would you like to achieve from your volunteer role?

Are you willing to support the Catholic purpose and values of schools within the Diocese of Maitland-Newcastle? Y / N

Signature

Date

Privacy statement: all information collected is managed consistent with the Australian Privacy Principles (APPs) contained in the *Commonwealth Privacy Act (1988)*.

School Volunteer Confidentiality Agreement



I, understand that in the course of my time as a volunteer in a Catholic school, I become an important member of the team of people who work together to support staff and students in the school.

I will respect the privacy and confidentiality of all staff and students and will not divulge any information regarding such things as a student's academic performance, behaviour disabilities or any other personal matters.

I will respect the rights and privacy of all members of the school and will seek assistance from the principal or his/her delegate should I become aware of information regarding a child's wellbeing or protection. In this instance, I understand I should make contact with the principal as soon as possible. I also understand that as provided for by law I may directly report matters to Family and Community Services (FaCS).

Name: (Please print)

Signature:

Date: ____/____/____

Privacy statement: all information collected is managed consistent with the Australian Privacy Principles (APPs) contained in the *Commonwealth Privacy Act (1988)*.

Photograph/Video Permission Form



Dear Volunteer

At certain times throughout the year, our volunteers may have the opportunity to be photographed or filmed for our school publications, such as the school's newsletter or website and social media, or to promote the school in newspapers and other media.

The Catholic Education Commission of New South Wales (CECNSW) and the Diocese of Maitland-Newcastle (diocese) may also wish to use volunteer photographs/videos in print and online promotional, marketing, media and educational materials.

We would like your permission to use your photograph/video for the above purposes. Please complete the permission form below and return to the school as soon as possible.

Thank you for your continued support.

VOLUNTEER'S NAME: _____

• I give permission for my photograph/video and name to be published in:

- the school newsletter
- the school intranet
- the school website
- social media
- promotional materials
- newspapers and other media.

• I authorise the diocese/CECNSW to use the photograph/video in material available free of charge to schools and education departments around Australia for the diocese/CECNSW's promotional, marketing, media and educational purposes.

• I give permission for my photograph/video to be used by the diocese/CECNSW in the agreed publications without acknowledgment, remuneration or compensation.

• I understand and agree that if I do not wish to consent to my photograph/video appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the school.

Licensed under NEALS: The photograph/video may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.

Name of Volunteer _____

Signed: _____ Date _____

Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

OFFICE USE

Date of Photograph/Video: (month & year) _____

Working With Children Declaration for Volunteers, Workers and Contractors Exempt from a WWCC Clearance



When to use this form

This declaration is to be completed by:

- a) Volunteers and contractors who have direct contact with children in the provision of administrative, clerical, maintenance or ancillary work but are not ordinarily in contact with children for extended periods;
- b) Volunteers who work with children but are exempt from a Working With Children Clearance because they are parents or close relatives of a child using the service or program or attending the school where volunteering takes place;
- c) Contractors or visiting speakers, performers or adjudicators involved in a work with minimal direct contact or unsupervised contact with children, done for no more than five days in a calendar year.

All other volunteers, contractors or workers in direct contact with children, and/or defined as being in child-related work (without an exemption) under the *Child Protection (Working With Children Act) 2012* MUST obtain a Working With Children Clearance issued by the Office of the Children's Guardian via www.kids.nsw.gov.au.

This declaration is **NOT** to be used by **ANY** volunteers or contractors who will provide personal care to children with disabilities (for example, assistance with toileting, bathing or dressing). These volunteers **MUST** obtain a Working With Children Clearance issued by the Office of the Children's Guardian.

This declaration is **NOT** to be used by Clergy and Religious. These workers **MUST** obtain a Working With Children Clearance issued by the Office of the Children's Guardian.

This declaration is **NOT** to be used by authorised foster carers. These workers **MUST** obtain a Working With Children Clearance issued by the Office of the Children's Guardian.

This declaration is **NOT** to be used by student teachers whilst on practical placements involving unsupervised contact with children. These workers **MUST** obtain a Working With Children Clearance issued by the Office of the Children's Guardian.

How to use this form

Following is a declaration to be completed by the applicant and the person responsible for completing the 100 point identification check. The scoring process used in a 100 point identification check is outlined in Form 5. This check is to be completed by an appropriate representative of the CSO, Chancery, parish, Zimmerman Services or other service or program within the diocese. Originals or certified copies of identification documents must be sighted by the person conducting the check, and the person conducting this check must also complete and sign page 22 **before** sending the form to Zimmerman Services.

Why we are using this form

This process is due to changes in legislation and the implementation of the New Working With Children Check across NSW. The Commission for Children and Young People has encouraged employers to ensure alternative methods for screening exempt volunteers. Please refer to the *Child Protection (Working With Children) Act 2012* and the Commission for Children and Young People (NSW) for further information.

Please send completed form to Zimmerman Services

Email: child.protection@mn.catholic.org.au

Post: PC Box 29 Carrington 2294 **Fax:** 4979 1151 **Phone:** 4979 1390

(Continued over page)

Working With Children Declaration for Volunteers, Workers and Contractors Exempt from a WWCC Clearance

I, of
[name] [address]

born on declare that I am volunteering for
[DOB] [name of school, parish or program]

Do you have a Working With Children Clearance (WWCC) number (as issued by the Office of the Children's Guardian)?

☐ YES - Please provide this number
(You do not need to complete the rest of the form)

☐ NO - Please complete this form.

Catholic Diocese of Maitland-Newcastle

Working with children declaration for volunteers & contractors exempt from a WWCC Clearance

(Tick all that apply)

☐ I have not been charged with an offence relating to children.

☐ I have not been the subject of a police investigation relating to children.

☐ I have not had disciplinary action taken against me in a workplace regarding my interaction with a child.

☐ I am not a "prohibited person" on the Child Protection Register under the *Child Protection (Offenders Registration) Act 2000*. I know it is an offence for a prohibited person to apply for, attempt to obtain, undertake or remain in child-related employment, **or to sign this declaration.**

☐ I am not a "disqualified person" as defined in section 18 of the Child Protection (Working With Children Act) 2012. I understand that it is an offence for me to undertake child-related work if I have been convicted of the offences detailed in that section of the Act (the offences include indecent assault, murder of a child, sexual intercourse with a child, grooming, possession of child abuse material, intentional wounding to a child, and attempts to commit such offences).

Declaration:

1. I understand the Diocese of Maitland-Newcastle does not tolerate ill-treatment of children and that I am expected to adhere to behaviour standards in my role such as Integrity in the Service of the Church.

2. I have read and understood the information above and know that it is expected that I have checked the definitions in the Child Protection (Working With Children) Act 2012 if I am uncertain whether I am a disqualified person.

3. I understand that providing false or misleading information on this document can result in disciplinary action and will be considered during any future applications by me for engagement with the Diocese of Maitland-Newcastle.

Signature Date

Employer's Representative to Complete:

☐ I have conducted a 100 Point Proof of Identity Check for the person named above

Name of person sighting identification:

Signed:

Document/Item name	Issuing Agency	Reference number

Once completed submit this page only to Zimmerman Services. The remainder of the document may be kept by school/parish/programme if securely filed.

Working With Children Declaration for Volunteers, Workers and Contractors Exempt from a WWCC Clearance - 100 Point Proof of Identity Check

70	Verify the name of the preferred applicant using one of: <ul style="list-style-type: none"> <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Birth Card issued by the NSW Registry of Births, Deaths and Marriages <input type="checkbox"/> Citizenship Certificate <input type="checkbox"/> Current Australian passport <input type="checkbox"/> Expired Australian passport which has not been cancelled and was current within the preceding 2 yrs <input type="checkbox"/> Current passport from another country or diplomatic documents
40	Verify the name and photograph/signature of preferred applicant from one or more of these (the first item used from this list is worth 40 points. Any additional items used are worth only 25 points each): <ul style="list-style-type: none"> <input type="checkbox"/> Current driver photo licence issued by an Australian state or territory <input type="checkbox"/> Identification card issued to a public employee <input type="checkbox"/> Identification card issued by the Australian or any state government as evidence of a person's entitlement to a financial benefit <input type="checkbox"/> Identification card issued to a student at a tertiary education institution <input type="checkbox"/> Name of preferred applicant verified in writing, signed by both the person giving it and the applicant, from one of the following: <ul style="list-style-type: none"> <input type="checkbox"/> A financial body certifying that the applicant is a known customer <input type="checkbox"/> An acceptable referee under AUSTRAC Guideline No. 3.
35	Verify name and address of preferred applicant from one or more of these: <ul style="list-style-type: none"> <input type="checkbox"/> Document held by a cash dealer giving security over property <input type="checkbox"/> A mortgage or other instrument of security held by a financial body <input type="checkbox"/> Council rates notice <input type="checkbox"/> Document from current employer or previous employer within the last two years <input type="checkbox"/> Land Titles Office record <input type="checkbox"/> Document from the Credit Reference Association of Australia.
25	Verify name of preferred applicant from one or more of these: <ul style="list-style-type: none"> <input type="checkbox"/> Current credit card or account card from a bank, building society or credit union <input type="checkbox"/> Current telephone, water, gas or electricity bill <input type="checkbox"/> Foreign driver's licence <input type="checkbox"/> Medicare card <input type="checkbox"/> Electoral roll compiled by the Australian Electoral Commission <input type="checkbox"/> Lease/rent agreement <input type="checkbox"/> Current rent receipt from a licensed real estate agent <input type="checkbox"/> Records of a primary, secondary, or tertiary educational institution attended by the applicant within the last 10 years <input type="checkbox"/> Records of a professional or trade association of which the applicant is a member.

Manager Declaration

I declare that I have verified the identity of the applicant according to the '100 Point Check' Validation Check List.

Signature Date

For applicants under 18

Verify the person's name using one document from the 70 point list above or a student card or a letter signed by the principal, deputy principal, head teacher, deputy head teacher or enrolment officer, confirming that the applicant currently attends the institution.