

# Checks for parent volunteers in schools

We are grateful for and value our parent volunteers – here's how you can help keep our children safe when doing unpaid work at your child's school.

Before you volunteer at your child's school, you need to **complete a Parent and child volunteer declaration form**. You will be asked to complete the form annually if you want to continue volunteering.



**You are volunteering**

**When you:**

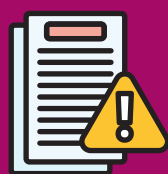
- help out in a classroom or attend a day excursion
- present an award or speak at an assembly
- are on canteen duty or helping in the uniform shop
- assist at a sports carnival
- conduct P&C duties.



**You are not volunteering**

**When you:**

- pick up and drop off your child
- watch an event, like an assembly or sports carnival
- attend a parent and teacher interview
- visit the uniform shop.



**You cannot volunteer**

**When you:**

- have a current Interim Negative Notice or Negative Notice
- have submitted the form and are issued an Interim Negative Notice or Negative Notice – you must alert the principal.

**In addition to the declaration form, you need a Working with Children (WWC) Check**



**You need a WWC Check**

**When you:**

- volunteer for an overnight camp
- billet students in your home
- provide one-on-one mentoring to a student.

**A current WWC Check is required by all other family members and friends (over 18 years of age) who want to volunteer.**

If you are not sure if you need a WWC Check or to complete the Parent and child volunteer declaration form, please speak with the school office staff.



# Parent and child volunteer declaration form

## Strictly confidential

Individuals issued with a Negative Notice or Interim Negative Notice under the *Working with Children (Screening) Act 2004* cannot volunteer in child-related work.

This form must be completed by a:

- parent volunteering in child-related work at a public school or site
- child under 18 years of age volunteering in child-related work at a public school or site (for example, a practicum student under 18 on work placement in a school).

Read the following and tick (✓) the box to declare:

<b>Volunteer declaration</b>	I declare that I <b>do not have</b> a current Working with Children Negative Notice or Interim Negative Notice.	
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If you have a Working with Children (WWC) Check, provide the details below:

WWC card number		WWC card expiry date	
<b>or</b>			
WWC application receipt number		WWC application lodgement date	

Note: You will be asked to provide a copy of your card or application receipt to the school.

I certify the accuracy of the above information. I am aware I must notify the school if my circumstances change to preclude me from working with children for visits beyond the date of this form. I will not volunteer if I am issued a Working with Children Negative Notice or Interim Negative Notice.

Name:			
Address:			
Telephone:			
Email:			
School visiting:			
Signature:		Date:	