

DECLARATION FOR CONTRACTORS WITH WORKERS IN CHILD-RELATED ROLES

Implementation document for the Working with Children Check policy

For information about completing this declaration and the privacy statement, see page 4 of this form.

Contractor details	
Organisation name	
ABN	
Address	
Phone number	
Authorised person	
Contact phone number	

Location details	
School/organisational unit	
Principal/supervisor	

I declare, as an authorised person of the organisation, that:

1. The organisation will comply with all legislative requirements relating to the protection of children and young people from abuse and neglect, including the requirements for a valid and current NSW Working with Children Check clearance for all workers (paid and unpaid) engaged in child-related work.
2. All workers have no criminal convictions within the meaning of the Criminal Records Act 1991. I understand that 'conviction' defined in the Act includes a conviction, whether summary or on indictment for an offence, and includes a finding or order that an offence has been proved, or that a person is guilty of an offence, without proceeding to conviction.
3. All workers are not subject to any pending court proceedings relating to a criminal matter in Australia or overseas.
4. All workers have no convictions that cannot become spent within the meaning of the Criminal Records Act 1991 including but not limited to:
 - a. convictions for which a prison sentence of more than six months has been imposed
 - or
 - b. convictions of sexual offences.
5. The organisation has verified the NSW Working with Children Check clearance number of all workers (paid and unpaid) listed below who are required to obtain the check.

6. The organisation will undertake to update this advice with new information of any workers (paid and unpaid) engaged by the organisation.
7. The organisation will immediately notify the Department of Education if they receive advice from the Office of the Children's Guardian should any of their employees' Working with Children Check (WWCC) clearance EXPIRES, has been CLOSED, CANCELLED or BARRED from working with children.

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

- withdrawing any offer of engagement that it has made to my organisation
or
- terminating the engagement, or taking disciplinary action
and
- consider any false or misleading information provided, when considering any future applications made by my organisation for engagement.

List of workers

First name	Last name	Date of birth	WWCC #	Expiry date

Signature:

Date:

FOR OFFICE USE ONLY

To be completed by authorised NSW Department of Education (DoE) officer, or an authorised delegate of that officer. Authorised delegates checking the declaration and ID are identified in the department's Working with Children Check Procedure.

I, (name) _____

Role: SASS officer/other _____

Location _____

Have checked and verified the following:

- The organisation's authorised person has completed and signed this declaration form correctly.
- I have conducted an NTBE check for each of the listed sub-contractors by using the Person Search option in eCPC.
- All sub-contractors listed are NOT included on the NTBE database.

Signature _____ Date _____

Person(s) to complete this declaration

This declaration must be completed by contractors with workers in child-related roles seeking engagement with the Department of Education (the department) where all workers are required to hold a NSW Working with Children Check clearance under the Child Protection (Working with Children) Regulation 2013. See the department's [Working with Children Check Procedure](#) for more details.

Child related contractors are contractors who are ordinarily involved in direct contact with children. The department may also deem work child-related if the contractor will have access to children's information that may be of a personal nature, or if the contractor will offer continued personal support to vulnerable children.

The contractor must provide the school/workplace with this completed declaration form, and all listed workers must show one form of government-issued photo ID when signing into the school so their identity can be confirmed and matched to one of the named persons on this declaration. This declaration does not apply to contractors hiring sub-contractors for non-child-related work.

Privacy statement

The information collected on this declaration document and from identification documents you provide will be used by the department to manage risk associated with its legal obligation to ensure the protection of children and young persons in its care and for purposes directly related to your engagement with the department.

The department will use this information to verify your identity, verify your NSW Working with Children Check (WWCC) clearance and check the department's business systems, including eCPC and the database of persons Not to be Employed (NTBE), to ensure that there is no barrier to engaging the person.

All information you provide will be used, disclosed and stored consistent with the NSW privacy and other relevant law. The completed declaration form and a record of the eCPC check will be filed by the school/business area in secure storage for 7 years from date of inactivity and then destroyed. You may request access to this information from the school or business centre at which it is held. The department will not disclose the information to another agency or person unless required or authorised by law.

Identification documents are viewed to verify your identity and check details recorded on the declaration form and in eCPC (where applicable).

Failure to provide information required to complete this declaration and identity check may result in declination of your request to be engaged as a contractor.