

## HOST FAMILY POLICE CHECK PROTOCOLS

As a group, Rotary Youth Exchange Australia, New South Wales are registered with the Department of Education & Training for the Working With Children Check. Our Employer Identification Number is 5469.

The Working With Children Check requires that employers:

- Do not employ prohibited persons in child-related employment
- Do Working With Children background checks
- Report relevant employment proceedings
- Keep records and protect confidentiality

In accepting RYEA, NSW as an employer we are reminded of our role in providing a safe environment for our students:

"To provide a safe environment for the children in your care there are other things you must do beside the Working With Children Check. Children are safer when you identify and reduce opportunities for harm in your workplace. For example, risks to children increase when an activity outside the sight and hearing of other adults, or where worker's don't know the rules about acceptable behaviour or how to respond when rules are broken. When you take action on workplace risks you can make a big difference to children's safety. Find out how you can make your organisation child-safe and child-friendly by visiting the Commission for Children and Young People's website at <http://www.kids.nsw.gov.au/director/check/safefriendly.cfm>".

Attached are 5 documents that you will require for the Working With Children Checks:

1. **Applicant Declaration and Consent** (*This is to be completed by all members of a Host Family over the age of 18 living at the host family address*).
2. **Volunteer Declaration.** (*This replaces the old Prohibited Employment Declaration form. This is primarily for new club and district members who have not previously completed a PED. At District level, you should not have to worry about this form, however it is handy to have should you have members on your committee outside Rotary who have not completed one yet*).
3. **Proof of Identity.** (*100 point identity calculations*).
4. **Information Sheet for Registered Employers.** (*I include this for you to have an understanding of the Department's thinking and requirements*).
5. **Spreadsheet.** (*The spreadsheet should be completed by you using the information from the Host Families Applicant and Declaration Consent*).
6. **Employer Request.** *This is to be completed by the contact and sent with Applicant details for screening.*

The Applicant and Declaration Consent should be kept on file by either the club or district committee. You should work with your clubs to ensure that the ADC is kept confidential, similar to the PED forms. The Rotary Club should most likely keep the records, however it may be more prudent for the Youth Exchange Committee to maintain them as there is more likely to be a better continuity with counsellors. I think that the clubs should keep a record of whom they have requested checks, and the consents kept on file by the YEC.

I would suggest that you as Youth Exchange Committee Chairs or a nominated committee member be responsible for processing the Police Checks. Unlike the AASES requests, the Employment Screening Unit does not have strict restrictions on who can make a request.



# EMPLOYER REQUEST FOR BACKGROUND CHECK

I certify that (please tick):

- I am a representative of the employer engaging the individual(s) listed below and have the authority to submit their name and details for the Working With Children background check;
- My organisation has provided information in relation to the background checking process to all individuals whose names are submitted;
- All individuals have consented to these checks using the **Applicant Declaration and Consent** form;
- I have verified the identity of all individuals whose names are submitted for background checking as required by the *Working With Children Employer Guidelines*; and
- I am requesting the Working With Children background check only for the preferred applicants for positions being newly filled. I am not requesting a check for existing employees remaining in their jobs.

Name of Authorised Person: \_\_\_\_\_

Signature: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

All fields must be completed for the check to be processed. Please use block letters.

### EMPLOYER DETAILS

Employer name: \_\_\_\_\_

Employer ID number: \_\_\_\_\_ ABN: \_\_\_\_\_

Relevant contact person: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Number of requests: \_\_\_\_\_ Total number of pages: \_\_\_\_\_

**NOTE: Please send this form and the Applicant Declaration and Consent form for each person to be checked to your Approved Screening Agency. You may also submit these details using your Approved Screening Agency's on-line processes.**

### NAMES OF PERSONS SUBMITTED FOR CHECKING IN THE ATTACHMENTS

#### UNLESS SUBMITTING BY SPREADSHEET

FAMILY NAME	FIRST AND OTHER GIVEN NAMES

Contact details: NSW Department of Education and Training (public education sector)  
Fax 9836 9222, Email [esumail@bkesu.det.nsw.edu.au](mailto:esumail@bkesu.det.nsw.edu.au)



## APPLICANT DECLARATION AND CONSENT

**All fields must be completed. Please use block letters.**

Family name: \_\_\_\_\_

First name: \_\_\_\_\_ Other given name(s): \_\_\_\_\_

Previous names/aliases: Family name: \_\_\_\_\_

First name: \_\_\_\_\_ Other given name(s): \_\_\_\_\_

Date of birth: \_\_\_\_\_ (DD/MM/YYYY) Gender: (Please tick)  Male  Female

Place of birth: Town: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_

Residential Address: Street: \_\_\_\_\_

Suburb/Town: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact telephone number: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

**If you used one of these documents to verify your identity, please fill in these details:**

Driver's licence: Issuing Agency \_\_\_\_\_ State \_\_\_\_\_ Number \_\_\_\_\_

Firearms licence: Issuing Agency \_\_\_\_\_ State \_\_\_\_\_ Number \_\_\_\_\_

Passport: Type \_\_\_\_\_ Issuing Country \_\_\_\_\_ Number \_\_\_\_\_

**Title of child-related\* position** applied for (specify its child-related nature eg 'child care assistant', not 'assistant'): \_\_\_\_\_

**Type of position (Please tick):**

- paid employee
- contractor
- volunteer providing intimate personal care to disabled children
- volunteer providing mentoring to disadvantaged children
- minister, priest, rabbi, mufti or other like religious leader or spiritual officer of a religion or other member of a religious organisation
- licensee for prescribed children's services
- authorised carer
- family day carer or home based carer

**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.**

A prohibited person is a person who is convicted of the following (whether in NSW or elsewhere):

- murder of a child
- serious sex offence, including carnal knowledge
- child-related personal violence offence (an offence committed by an adult involving intentionally wounding or causing grievous bodily harm to a child)
- indecency offences punishable by imprisonment of 12 months or more
- kidnapping (unless the offender is or has been the child's parent or carer)
- offences connected with child prostitution
- possession, distribution or publication of child pornography; or
- attempt, conspiracy or incitement to commit the above offences.

A prohibited person includes a Registrable person under the [Child Protection \(Offenders Registration\) Act 2000](#).

**A conviction includes a finding that the charge for an offence is proven, or that a person is guilty of an offence, even though the court does not proceed to a conviction.**

Details of these offences can be found online at <http://kids.nsw.gov.au> [Guidelines/FactSheet 1]

## APPLICANT DECLARATION AND CONSENT

### DECLARATION

I am the applicant named in this form. All information in this form, and identification documents provided for this application, are true and correct. I understand that if I have provided false or misleading information it may result in a decision not to employ me, or, if already employed, may lead to my dismissal.

I have not omitted any names or aliases that I use or used in the past.

I have read and understood the contents of this form and the relevant information in the Working With Children Guidelines. I declare that I am not a prohibited person under the *Commission for Children and Young People Act 1998* and I understand that it is an offence for a prohibited person to seek child-related employment.

I am aware that if considered for child-related employment, several checks will be undertaken to ascertain my suitability, including:

**1. National criminal record check for charges and/or convictions (including spent convictions) for:**

any sexual offence (including but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge);

any child-related personal violence offence;

any assault, ill treatment or neglect of, or psychological harm to a child and any registrable offence;

an offence punishable by imprisonment for 12 months or more.

I understand that this check includes convictions or charges that:

may have not been heard or finalised by a court; or

are proven but have not led to a conviction; or

have been dismissed, withdrawn or discharged by a court.

**2. Check for relevant Apprehended Violence Orders taken out by a police officer or other public official for the protection of a child or children; and**

**3. Check for relevant employment proceedings notified to the Commission for Children and Young People under the *Commission for Children and Young People Act 1998*.**

### CONSENT

I consent to these checks being conducted and consent to the Commission for Children and Young People or an Approved Screening Agency obtaining any relevant record identified by these checks and any additional information relating to that record from sources such as courts, police, prosecutors and past employers to enable a full and informed **estimate of risk**. I consent to these sources disclosing information relating to that record to the Commission for Children and Young People or Approved Screening Agency.

I acknowledge that:

1. the information obtained during the Working With Children background check, including this consent, may be collected and used by and/or disclosed to the Commission for Children and Young People or an Approved Screening Agency for the purposes of the Working With Children Check;
2. the Commission for Children and Young People and Approved Screening Agencies may share the information obtained during the Working With Children background check for the purposes of the Working With Children Check;
3. the outcome of an estimate of risk will be provided to my prospective employer or their employer-related body;
4. my relevant records will not be released to my current or prospective employers;
5. any information obtained as part of this process may be used by Australian Police Services for law enforcement purposes, including the investigation of any outstanding criminal offences; and
6. the information provided may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998*.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: This form is to be kept by the employer.**



# VOLUNTEER DECLARATION

**Volunteers who mentor disadvantaged children or provide intimate personal care to disabled children should use the Applicant Declaration and Consent form.**

## DECLARATION

I have read and understood the information below about prohibited persons. I am aware that it is an offence to make a false statement on this form.

I declare that I am not a prohibited person under the *Commission for Children and Young People Act 1998*.

I consent to the Commission for Children and Young People checking my relevant criminal records, to verify these statements. I understand that this information may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998*.

**All fields must be completed. Please use block letters.**

Family name: \_\_\_\_\_

First name: \_\_\_\_\_ Other given name(s): \_\_\_\_\_

Previous names/aliases: Family name: \_\_\_\_\_

First name: \_\_\_\_\_ Other given name(s): \_\_\_\_\_

Date of birth: \_\_\_\_\_ (DD/MM/YYYY) Gender: (Please tick)  Male  Female

Place of birth: Town: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_

Residential Address: Street: \_\_\_\_\_

Suburb/Town: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact telephone number: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Title of child-related position applied for: \_\_\_\_\_

I am a volunteer or student on placement: ( please tick)  Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### EMPLOYER TO COMPLETE

If you have sighted photo identification for this person, (please tick)  Yes  No

Signature:.....Date:.....

Name:.....Position:.....

**If you sighted one of these documents to verify the identity, please fill in these details:**

Driver's licence: Issuing Agency \_\_\_\_\_ State \_\_\_\_\_ Number \_\_\_\_\_

Firearms licence: Issuing Agency \_\_\_\_\_ State \_\_\_\_\_ Number \_\_\_\_\_

Passport: Type \_\_\_\_\_ Issuing Country \_\_\_\_\_ Number \_\_\_\_\_

**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. A prohibited person is a person who is convicted of the following (whether in NSW or elsewhere):**

- murder of a child
- serious sex offence, including carnal knowledge
- child-related personal violence offence (an offence committed by an adult involving intentionally wounding or causing grievous bodily harm to a child)
- indecency offences punishable by imprisonment of 12 months or more
- kidnapping (unless the offender is or has been the child's parent or carer)
- offences connected with child prostitution
- possession, distribution or publication of child pornography; or
- attempt, conspiracy or incitement to commit the above offences.

A prohibited person includes a Registrable person under the [Child Protection \(Offenders Registration\) Act 2000](#).

Details of these offences can be found online at <http://kids.nsw.gov.au>[Guidelines/FactSheet 1]

**A conviction includes a finding that the charge for an offence is proven, or that a person is guilty of an offence, even though the court does not proceed to a conviction.**

**NOTE: This form is to be kept by the employer/volunteer organisation.**

## Proof of Identity



The following lists set out the value of each document according to the 100 point check:

### 70 points

Name of preferred applicant verified from one of the following (more than one document from this list cannot be counted):

- **Birth Certificate**
- Birth Card issued by the NSW Registry of Births, Deaths and Marriages
- Citizenship Certificate
- Current Australian passport
- Expired Australian passport which has not been cancelled and was current within the preceding 2 years
- Current passport from another country or diplomatic documents.

**Note: Do not score additional points for more than one document.**

### 40 points

Name and photograph/signature of preferred applicant verified from one of the following (more than one document can be counted):

- **Current driver photo licence** issued by an Australian state or territory
- Identification card issued to a public employee
- Identification card issued by the Australian or any state government as evidence of a person's entitlement to a financial benefit
- Identification card issued to a student at a tertiary education institution.

**Note: Additional documents can be awarded 25 points.**

### 35 points

Name and address of preferred applicant verified from any of the following (more than one document can be counted):

- Document held by a cash dealer giving security over property
- A mortgage or other instrument of security held by a financial body
- Land rates notice
- Document from current employer or previous employer within the last two years
- Land Titles Office record
- Document from the Credit Reference Association of Australia.

### 25 points

**NAME of signatory verified from any other secondary identification document relating to the signatory e.g. marriage certificate (for maiden name only), credit card, council rates notices, telephone account, foreign driver's licence, Medicare Card, etc.**

**Note: More than one document may be counted, but points scored from a particular source may be counted only once, e.g. if Master Card and Visa Card issued from the same financial institution, only one may be counted**

Name of preferred applicant verified from any of the following (more than one document can be counted):

- Current credit card or account card from a bank, building society or credit union
- Local council rates notices
- Current telephone, water, gas or electricity bill
- Foreign driver's licence
- **Medicare Card**
- Electoral roll compiled by the Australian Electoral Commission
- Lease/rent agreement
- Current rent receipt from a licensed real estate agent
- The records of another financial body of which the signatory is known customer

- . A record held under a law other than a law relating to land titles
- Records of a primary, secondary, or tertiary educational institution attended by the applicant within the last 10 years
- Records of a professional or trade association of which the applicant is a member.

### **APPLICANTS UNDER 18**

Identity of the child verified from one of the following:

- Birth Certificate
- Birth Card issued by the New South Wales Registry of Births, Deaths and Marriages
- Citizenship certificate
- International travel document:
  - a current passport
  - expired passport which has not been cancelled and was current within the preceding 2 years
  - other document of identity having the same characteristics as a passport (e.g. this may include some diplomatic documents and some documents issued to refugees)

### **OR**

Identity of the child verified from a statement from an educational institution, signed by the principal, deputy principal, head teacher, deputy head teacher, enrolment officer, deputy enrolment officer, secretary, deputy secretary, chief administrator or deputy chief administrator, confirming that the child attends the institution, and either:

- Written on the letterhead of the institution or educational system to which the institution belongs, or
- Incorporated in a list of names written on the letterhead of a financial institution, bearing the stamp or seal of the educational institutional, or
- Contained in a student card issued by the institution, that also contains a copy of the seal or stamp of the institution

**At least one of the documents should show the applicant's signature and preferably their current address.**

**All original documents must be sighted and certified by relevant personnel. Certification from a Justice of the Peace is also acceptable.**

**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 written on the copy and then signed by the officer verifying the certification, printing their name and position.**

## **INFORMATION SHEET FOR REGISTERED EMPLOYERS: THE WORKING WITH CHILDREN CHECK**

### **What is different?**

1. Volunteers in some high risk roles must be checked. These are volunteers who mentor disadvantaged children, or provide intimate personal care (eg bathing or toileting) for children with disabilities. These volunteers are required to complete the *Applicant Declaration and Consent form* and are to be submitted for screening.
2. Forms for new employees have been amended and include a combined *Applicant Declaration and Consent form*. This replaces the *Prohibited Employment Declaration* and the *Working with Children Background Check Consent form* ie. two forms become one!!
3. There are new mandatory information requirements.
4. 100 points of ID requirements are clarified.
5. There are new employment categories replacing the existing *Paid Mandatory (Y/N)* field.
6. You can submit your employment screening requests by spreadsheet.
7. The Employment Screening Unit will soon be providing outcomes for the *Working with Children Check* electronically, via email (please ensure your contact email details are current) if this meets your organisation's needs.

### **What do I have to do to remain compliant with my responsibilities as an employer?**

1. There is no need to re-register with the Employment Screening Unit.
2. There is no need to re-screen existing employees.
3. You should identify voluntary child-related positions within your organisation which require screening, that is, volunteers who provide mentoring to disadvantaged children or are providing personal care services to children with disabilities.
4. All new applicants must complete the new forms and you can then submit them for screening using your existing processes or by spreadsheet.
5. Ensure that your employer details, including authorised contacts, email, address and telephone, are current.

### **What are these new mandatory information requirements?**

There have been changes to the extent of mandatory information required when submitting screening requests.

The following information must be supplied to ensure there are no delays in processing your requests:

<b>Title</b>	Must be one of the following identifiers – Mr, Mrs, Miss, Ms, Dr or Other. If the title <i>Other</i> is selected the title must be specified.
<b>Surname</b>	Family name
<b>First Name</b>	Applicant's first name
<b>Former Name/s</b>	Is mandatory if the person has ever been known by any other names e.g. Maiden, alias or former married name
<b>Gender</b>	Must be M or F
<b>Date of Birth</b>	Applicant's date of birth in the following format DDMMYYYY
<b>Place of Birth</b>	Country of birth is mandatory for ALL requests <ul style="list-style-type: none"><li>• if AUSTRALIA is nominated as country of birth, then <i>Town/suburb</i> and <i>State</i> become mandatory fields eg Hornsby, NSW, Australia</li></ul>
<b>Address</b>	All residential address details are mandatory
<b>Position</b>	The child-related position that the applicant is applying for
<b>Employment Category</b>	Must be one of the following categories: <ul style="list-style-type: none"><li>• <i>Volunteer personal care services;</i></li><li>• <i>Volunteer Mentor;</i> and</li><li>• <i>Paid Mandatory.</i></li></ul> When volunteers are submitted for checking the Employment Screening Unit may contact employers to clarify the role of the volunteer.

### **Forms**

1. *Employer Request for Background Check* – this form is to be completed and signed by an authorised contact, then forwarded to the Employment Screening Unit.
2. *Applicant Declaration and Consent form* – this replaces the *Prohibited Employment Declaration* and the *Working With Children Background Check Consent form*. This form is to be completed by all paid applicants for child-related employment and volunteers providing mentoring to disadvantaged children or personal care services to children with disabilities. These forms should be retained with your organisations records.
3. *Volunteer Declaration* – this form is to be completed by certain categories of volunteers in your organisation who are in an unpaid child-related role.

*[Note: Volunteers who provide mentoring to disadvantaged children or are providing personal care services to children with disabilities are required to*

complete the Applicant Declaration and Consent form and are to be submitted for screening.]

4. Amendment to Employer Registration Details – this form is to be completed when an employer's details change (e.g. adding/deleting nominated contacts and changes to contact details)
5. Relevant Employment Proceedings Notification and Summary – this form is to be completed and forwarded to the Commission for Children and Young People if you conduct a *Relevant Employment Proceeding (REP)* involving a child-related employee.
6. Relevant Employment Proceedings Release
7. Employee Advisory Letter re REP – this letter is sent to an employee advising that a *REP* relating to them has been submitted to the Commission for Children and Young People.
8. Proof of Identity – this lists the documents (and document score) required to confirm the identity of the applicant prior to submitting requests. It is referred to as the 100 point check.
9. Spreadsheet for Working with Children Check – This is the preferred option for submitting applicants details for the WWCC (**NOTE: no alterations to the existing fields on this spreadsheet are possible**)
10. Information Sheet
11. Frequently Asked Questions

**The following definitions are provided to assist with understanding the scope of the new screening requirements for volunteers**

1. A volunteer is a person who works without being paid. A person carrying out an unpaid role in an organisation e.g. sports coach, reading tutor.
2. A mentor is defined variously as an advisor, a counsellor, a guide, a tutor or a teacher. A mentor is somebody, usually older and more experienced, who advises and guides a younger, less experienced person.

Mentoring programs that are not for disadvantaged children and are short term and supervised, informal or that do not foster family-like relationships are not included.

General supervision of a child does not constitute mentoring.

## **CHECKLIST FOR THE WORKING WITH CHILDREN CHECK**

- Review all positions in your organisation to identify any volunteers now required to be screened
- Include new forms in office procedures and/or update electronic copies. Remove all old forms from circulation.
- Review your *Proof of Identity* documents and processes
- Have all volunteers providing mentoring to disadvantaged children or personal care services to children with disabilities, identified as requiring checking, complete the *Applicant Declaration and Consent form*, provide 100 points of certified ID and submit for screening.
- Have all new applicants for paid child-related positions complete the *Applicant Declaration and Consent form*, provide 100 points of certified ID and submit them for screening
- The *Employer Request for Background Check form* should be completed, signed and emailed/faxed to the Employment Screening Unit with all new employment screening requests
- Utilise the option of submitting your WWCC requests by spreadsheet. The *Spreadsheet for Working with Children Check* can be completed and emailed to the *Employment Screening Unit* for all new employment screening requests
- Provide updated employer details to the Employment Screening Unit

## **Procedures for requesting a Background Check**

1. Have the Club International Director or a nominated member/s visit the prospective host family and interview the family as normal. The members of the host family over the age of 18 and living at the address need to complete the **Applicant Declaration and Consent**.
2. Club keeps a record of who signed the ADC and forward it to the YEC.
3. Under the heading Employment Category on the spreadsheet, choose “Volunteer Mentor” from the drop down menu.
4. YEC completes the Working With Children request (spreadsheet) and email to the Education Special Unit at: [esumail@bkesu.det.nsw.edu.au](mailto:esumail@bkesu.det.nsw.edu.au)

Yours in Rotary

Frank