



ACT
Government

Education

VOLUNTEERS AND VISITORS IN SCHOOLS PROCEDURE NOMINATION FORM



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VOLUNTEERS AND VISITORS IN SCHOOLS - NOMINATION FORM

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General Information

ACT public schools welcome volunteers and visitors and value the support they provide to schools, students and educational programs.

The duty of care owed to students in ACT public schools requires that all persons working with students, including volunteers and visitors, promote a safe and positive educational environment.

The Education Directorate's *Volunteers and Visitors in Schools* policy framework applies to activities involving people who are not school staff members working directly with students or supporting the delivery of educational programs or school activities, such as delivering specialist content to students (individuals or groups), assisting at sports carnivals, or assisting with curriculum delivery.

Under this policy framework:

- A **volunteer**: is a person who provides services directly to students or in support of students, as organised by the school, without financial gain or reward. They volunteer directly to a school as individuals. Parents and Citizens Association members who volunteer directly to the school as individuals (not on behalf of the school's Parents and Citizens Association or through any other organisation) are considered volunteers. School board members are also considered to be volunteers.
- A **visitor** is a person who provides services directly to students or in support of students through a sponsoring or employing organisation or are self-employed. In some cases, services or activities by visitors will be underpinned by a contractual arrangement or other appropriate agreements.
- A **volunteer through an organisation** is a person who provides services to students through a volunteer organisation or association, as organised by the organisation or association. In some cases, these services or activities will be underpinned by a contractual arrangement or other appropriate agreement.

Note: Schools may also be visited by other people who are not considered volunteers or visitors for the purpose of this policy framework, such as Education Directorate employees, ACT Government employees, family members of students and community members, politicians or other dignitaries. Visits to schools may include one-off visits, attendance at school events such as assemblies, awards ceremonies and 'grandfriends' day. Such visits do not involve working directly with students or are so infrequent as to not require individual registration under the *Working with Vulnerable People* scheme.

Legislation

The [Working with Vulnerable People \(Background Checking\) Act 2011](#) requires volunteers and visitors who make contact with children and young people (i.e. individuals that are under 18 years of age) and are engaged in a regulated activity on more than three days per month, or seven days per year, to hold and carry a valid and current Working with Vulnerable People registration card, unless they are covered by one of the exemption provisions in the Act.

Regulated activities include child education services, childcare services, child accommodation, counselling and support services for children, and commercial services for children. It is an offence to work with children and young people without possessing a valid Working with Vulnerable People registration card unless covered by an exemption.

There is no exemption available for volunteers or visitors taking part in overnight camps with children and young people, i.e. a Working with Vulnerable People registration is mandatory. Further information about registration requirements and applying for a Working with Vulnerable People card is available on the [Access Canberra](#) website.

Where a prospective volunteer or visitor is not required to hold a Working with Vulnerable People registration by reason of an exemption under the Act, the person must consider whether there are any serious convictions, circumstances or reasons that might preclude them from working with or near children and young people. They **must** discuss these with the principal before nominating to be a volunteer or visitor.

Prospective volunteers and visitors should also be aware that there have been a number of initiatives by the ACT Government to enhance protections for children and young people. This includes the introduction of the *Reportable Conduct Scheme*; amendments to the *Crimes Act 1900* to make it an offence for an adult to not report to police the reasonable suspicion of a sexual offence having been committed against a child or young person (under 18 years of age); and amendments to legislation to enable information to be shared more easily between identified government agencies where this will assist to strengthen protection for children and young people.

Requirements

All prospective volunteers and visitors must:

1. Read the General Information section of this document;
2. Complete and sign the Nomination Form section of this document (before volunteering and resubmitted annually);
3. Agree to abide by and sign the Code of Conduct; and
4. Read the Insurance Arrangements information.

The signed Nomination Form and Code of Conduct form must be provided to the school prior to commencing as a volunteer or visitor.

As stated on the forms, personal information of volunteers and visitors is collected because the Education Directorate and schools must meet the requirements of the [Working with Vulnerable People \(Background Checking\) Act 2011](#), and must meet duty of care responsibilities including for volunteers and visitors and for students. Normally, this information is not used or disclosed for another purpose without the person's consent, unless it would be reasonably expected to be used or disclosed for a related purpose or is required or authorised under law.

All sections of the forms must be completed before the school can accept the nomination from a volunteer or visitor to work with or close to children and young people.

Acceptance of the services of a volunteer or visitor and the termination of the arrangement is determined by the principal. Where the services are subject to a contractual agreement, other provisions may also apply.

The Nomination Form must be completed and resubmitted annually and updated if personal details change.

Any questions should be directed to the Principal.

Nomination Form

Part 1 - Required Information

INFORMATION PRIVACY STATEMENT

This personal information is collected because the Education Directorate and schools must meet the requirements of the [Working with Vulnerable People \(Background Checking\) Act 2011](#) for a volunteer or visitor to be registered under this Act to work with children and young people.

This information is also needed to assist the Directorate and schools meet duty of care responsibilities and to manage volunteer and visitor activities.

We will not use or disclose this information for another purpose without your consent, unless you would reasonably expect us to use or disclose the information for a related purpose, and unless it is required or authorised by law.

A – Personal information

Name:	
Date of birth:	
Contact address (street, suburb, state and postcode):	
Contact details (phone, email):	
Emergency contact details (include phone number):	
If you are volunteering or visiting as part of an organisation, please provide its name and a contact number:	

B – Reason for volunteering or visiting

The reason for nominating as a volunteer or visitor is to assist with or deliver identified activities or programs. Please note these programs and relevant date/s below.

Date	Program/activity	Qualifications (if applicable)	Qualifications sighted by

C - Working with Vulnerable People (WWVP) Registration status

All volunteers and visitors must complete one only of sections C(1) – C(3).

C(1) WWVP registered	
I have a valid WWVP card and will have it in my possession at all times whilst on the school campus and will show it on request to any responsible person.	<input type="checkbox"/>
Card Number:	
Expiry date of card:/...../20.....
Visitor's/Volunteer's Signature:	
Card sighted by:	
Date:/...../20.....
C(2) WWVP registration applied for but not yet issued	
I do not have yet have a WWVP card. I have applied for registration and my application is current but the card has not yet been issued. I understand that until my WWVP card is issued I will have to be supervised by a school staff member at all times, and that when my card is received I must have it sighted and recorded by a representative of the principal – see Section C(1).	<input type="checkbox"/>
Date card applied for:/...../20.....
Visitor's/Volunteer's signature:	
Visitor's/Volunteer's identification:	
Visitor's/Volunteer's identification sighted by:	
Date:/...../20.....
C(3) WWVP registration not required	
I am NOT required to carry a WWVP card; however, I understand that I will be required to declare, at every visit, that I have not visited or volunteered at this or any other school in the ACT for a total of more than three days in the past 28 days, or seven days in the past 12 months, noting that a day includes part of a day. There are no serious convictions, circumstances or reasons that might preclude me from working with or near children and young people under 18 years of age. If the number of visits is expected to exceed the statutory thresholds specified, I will apply for a WWVP card and provide details in accordance with Section C(1) when the card is issued.	<input type="checkbox"/>
Visitor's/Volunteer's signature:	
Visitor's/Volunteer's Identification sighted by:	
Date:/...../20.....

Part 2: Certifications

INFORMATION PRIVACY STATEMENT

This personal information is collected because the Education Directorate and schools must meet the requirements of the [Working with Vulnerable People \(Background Checking\) Act 2011](#) for a volunteer or visitor to be registered under this Act to work with children and young people.

This information is also needed to assist the Directorate and schools meet duty of care responsibilities and to manage volunteer and visitor activities.

We will not use or disclose this information for another purpose without your consent, unless you would reasonably expect us to use or disclose the information for a related purpose, and unless it is required or authorised by law.

Please tick boxes where appropriate (*Note: all boxes must be ticked before a volunteer or visitor nomination can be considered by the principal*):

I have read the <i>General Information</i> section of this document	<input type="checkbox"/>
I have read and signed/agree to continue to abide by the <i>Code of Conduct</i>	<input type="checkbox"/>
I have read the <i>Insurance Arrangements</i>	<input type="checkbox"/>
I understand that I need to sign-in at the start time and sign-out at the finish time of each visit to the school as a volunteer or visitor	<input type="checkbox"/>
I understand that I need to report any incidents or injuries to the principal or supervising staff member	<input type="checkbox"/>
I understand if I am claiming an exemption of limited frequency under the <i>Working with Vulnerable People (Background Checking) Act 2011</i> , that I need to declare at each visit that I have not exceeded the statutory number of visits per month or per year.	<input type="checkbox"/>
I understand that I must be supervised by a school staff member at all times if I have applied for a WWVP card but it has not yet been issued, or if I am under 18 years of age.	<input type="checkbox"/>
I am aware that I may have access to sensitive and/or personal information about students, parents/carers or staff, as part of volunteer/visitor activities. I agree to comply with confidentiality requirements and will not disclose or discuss any information of this nature with an unauthorised person. Any sensitive matter should be directed to an appropriate school staff member.	<input type="checkbox"/>
I am aware that the principal at the school should be made aware of any health or medical issues that I have which might affect my capacity to undertake visiting or volunteering activities. I understand that this is to ensure that duty of care obligations to volunteers under work health and safety legislation are met and so that I am not placed in a situation in which any health issues I have could result in avoidable risk to myself and others. I will advise the principal if I have any physical condition, disability, allergy, past injury, medication or medical treatment which could affect me in my capacity as a volunteer or visitor.	<input type="checkbox"/>
I am aware that the identification card issued by the school or Directorate must be worn and prominently displayed during the period of my visit, and that a school-issued identification card must be returned at the end of my visit each day.	<input type="checkbox"/>
I certify that the information provided by me in this nomination form is true and correct to the best of my knowledge.	<input type="checkbox"/>

Signature

Printed
Name

Date