

CHECKLIST FOR SCHOOL VOLUNTEERS:

EXEMPT FROM OBTAINING A WORKING WITH CHILDREN CHECK CLEARANCE NUMBER

CRITERIA	✓
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If the volunteer ticks (✓) any of the following criteria – the volunteer has an exemption from being required to obtain a **Working with Children Check Clearance number from the Office of the Children’s Guardian**.

If the volunteer is exempt from obtaining a Clearance number, this form should be retained; signed by the volunteer and countersigned by the Assistant Principal or Principal.

The school secretary will complete a Diocese of Maitland-Newcastle Working with Children Check Clearance Number Verification & Declaration Form with the volunteer, including the 100 point identification check.

A volunteer (other than a school cleaner) who provides administrative, clerical or maintenance services, or other ancillary services, if the work does not ordinarily involve contact with children for extended periods AND does not allow access to personal information relating to students or other children.	
A volunteer who ‘works’ for a period of not more than a total of 5 working days in a calendar year, if the ‘work’ involves minimal direct contact with children or is supervised when children are present.	
A volunteer who is under the age of 18 years.	
A visiting speaker, adjudicator, performer, assessor or other similar visitor at a school or other place where child-related work is carried out if the work of the person at that place is for a one-off occasion and is carried out in the presence of one or more other adults.	

I as Principal / Assistant Principal of

confirms that is a volunteer who has an exemption under clause 20 of the *Child Protection (Working with Children) Regulation 2013*.

Signature:

Date:

ALL other volunteers in the school who have face-to-face contact with children MUST obtain a **Working with Children Check Clearance number from the Office of the Children’s Guardian** and then present to the school with a 100 points of identification and the school secretary will complete a **Diocese of Maitland-Newcastle Working with Children Check Clearance Number Verification & Declaration Form**.