



Our Lady's College VOLUNTEER SUITABILITY DECLARATION



Please read both sides of this form before signing

I have read and understood the information on the back of this form in relation to the *Commission for Children and Young People and Child Guardian Act 2000* and understand my responsibilities and obligations under this *Act*.

I understand that if I fall within the definition of 'not suitable' as defined in the *Commission for Children and Young People and Child Guardian Act 2000* I am ineligible to apply for, commence or continue in, child-related employment. (See reverse for definition of 'employment')

I understand that if I currently fall within the definition of 'suitable' and I am later convicted of a "serious offence" as defined in the *Commission for Children and Young People and Child Guardian Act 2000* and therefore 'not suitable' for child-related employment, I must not apply for, commence or continue in, child-related employment.

Please tick (X) one box

I am 'suitable' as defined by this *Act* to apply for, commence or continue in, child-related employment.

or

I am 'not suitable' as defined by this *Act* to apply for, commence or continue in, child-related employment.

Name (*Printed*)

Signature

Date

NOTE:

Please seek advice from the Commission for Children and Young People and Child Guardian if you are unsure of your 'suitability' status.

Please return this form to: **The Principal Our Lady's College- Mrs Claire McLaren**

Volunteer suitability declaration

Commission for Children and Young People and Child Guardian Act 2000

The *Commission for Children and Young People and Child Guardian Act 2000* legislates to promote and protect the rights, interests and well being of children in Queensland.

A **serious offence** is defined in Schedule 4 of the *Commission for Children and Young People and Child Guardian Act 2000* as:

- (a) *an offence against a provision mentioned in the schedule to the Penalties and Sentences Act 1992; or*
- (b) *an offence against a provision of the Criminal Code mentioned in schedule 2; or*
- (c) *an offence of counselling or procuring the commission of, or attempting or conspiring to commit, an offence mentioned in paragraph (a) or (b); or*
- (d) *an offence against a law of another jurisdiction that substantially corresponds to an offence mentioned in paragraphs (a) to (c).*

Child-related regulated employment within Brisbane Catholic Education schools refers to:

Schools – employees other than teachers and parents

All paid employees (excluding registered teachers) and volunteers (excluding those under 18 years and parents of a child enrolled at the school) whose usual duties include, or are likely to include:

- providing services at a school that are **directed mainly towards children**
- or conducting activities at a school that **mainly involve children**

Counselling and support services

Paid employees and volunteers whose usual duties include, or are likely to include, providing counselling or a similar support service to a child in a situation where:

- the employee is physically present with the child while no other person is present or;
- the employee is not physically present with the child (i.e.: over the internet or telephone).

Private teaching, coaching or tutoring on a commercial basis

Paid employees and volunteers whose usual duties include, or are likely to include, the teaching, coaching or tutoring of a child, individually, on a commercial basis.

Employment

A person is employing another person if there is an agreement with the other person to carry out work, irrespective of the nature of that work. Regardless of the following-

- whether the agreement is written or unwritten; and
- whether the work is carried out voluntarily or for financial reward; and
- what a person's motivation is for carrying out the work; and
- the time for which the person is engaged to carry out the work; and
- whether the agreement provides for the person to carry out work on 1 occasion or on an ongoing basis, whether regularly or irregularly.

Under this Act:

- (i) It is an offence
 - for a person convicted of a serious offence, and whom the Commission deems '**not suitable**' to apply for, or start or continue in, child-related employment
 - for a person with a current Suitability Card, who is subsequently convicted of a serious offence, to carry out any work in child-related employment
 - to provide false or misleading information or documents for the purpose of the 'working with children check'.
- (ii) Persons employed or engaged in child-related employment must disclose changes in their criminal history to their employers who, in turn, must apply to the Commission for a new 'working with children check' for the employee. Failure to do so will result in an offence.