



Archdiocese of Canberra and Goulburn
CATHOLIC EDUCATION OFFICE

Director

Record No. R170882
Container No. 2011/1046-02

24 July 2013

TO: ACT ARCHDIOCESAN PRINCIPALS

Dear Principals

RE: Statutory Declaration for use when a volunteer does not possess a Working With Vulnerable People (Background Check) Card

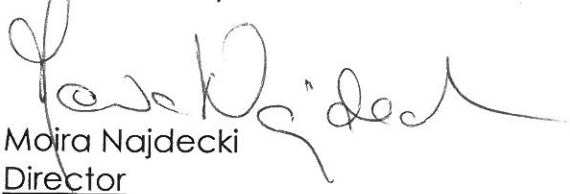
Several Schools have expressed concern that parents will not apply for the Working With Vulnerable People (Background Check) card. The concern is that a lack of eligible volunteers may hamper events such as fetes, sport carnivals and other one-day events.

In an effort to respond to these concerns, please find attached a statutory declaration which may be used by Schools to allow a parent volunteer to work at a School for one day for a special event. This document should not be used for those parent volunteers regularly in the Schools, for example, assisting with reading. The statutory declaration must be signed each time a volunteer without the WWVP card works for the School. The document very clearly sets out the requirements for use and it is important that the parent volunteer initial where appropriate and sign the document.

After the document is signed and initialled, please retain the original and archive the documents. These documents should be held for a period of ten years and should be available for inspection upon request by the Office of Regulatory Services or the Catholic Education Office.

Thank you for your continuing support of the Working With Vulnerable People (Background Check) initiative.

Yours sincerely



Moira Najdecki
Director

Enc.

Commonwealth of Australia
STATUTORY DECLARATION
Statutory Declarations Act 1959

I _____ (insert name, address and occupation of person making the declaration) make the following declaration under the *Statutory Declarations Act 1959*.

1. I am a parent of a child at _____ (insert School name.)
2. I am aware of the requirements of *Working With Vulnerable People (Background Checking) Act 2011* in relation to Part 12 of the Act which states that a person is not required to be registered to engage in a regulated activity (which means volunteering at a School event other than an overnight camp for children) if they have not participated in a regulated activity for more than **three** days in a 4-week period or **seven** days in any 12-month period. (Please initial _____)
3. I have volunteered at _____ (insert School name) on the following days in the past 4-week period:

_____ (if the answer is none than please indicate, not applicable and initial).
4. I have volunteered at _____ (insert School name) on the following days in the past 12-month period, from November 2013 to November 2014:

_____ (if the answer is none than please indicate, not applicable and initial).
5. I have not volunteered in any other School or in any child related activities, including coaching, during the periods referred to in paragraphs 4 and 5. _____ (Please initial)
6. I am not volunteering at _____ (insert School name) for an overnight camp. _____ (Please initial).
7. I am volunteering at _____ (insert School name) for a specific purpose on a given day and not on an on-going basis. Please indicate the specific purpose _____ (These activities may include volunteering at a fete, a sausage sizzle, or a one-day school event.)

8. I am not aware of any criminal conviction, of any investigation, or of any activity which I am now currently engaged in which would prevent me from obtaining a *Working With Vulnerable People (Background Checking) Act 2011* card if I were to apply for one. _____
(Please initial). Convictions or investigations regarding any abuse of a child, repeated drug use offenses or investigations, repeated drinking offenses or investigations and offenses or investigations involving violence, including domestic violence, may prevent a person from obtaining a WWVP card.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

Signature of the person making the Declaration _____

Date of the Declaration _____

Printed name and address of person making the Declaration:

The above was declared at _____ (place) on
_____ (day) _____ (month) and _____ (year).

Before me _____ (signature of the person
before whom the Declaration was made.

Full name, qualification and school address of the person before whom the declaration is made (in printed letters):

Note 1: A statutory declaration under the *Statutory Declarations Act 1959* may be made before—

(3) a person who is in the following list:

Teacher employed on a full-time basis at a school or tertiary education institution.

Note 2: A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

Note 3: Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.