



# ST. THOMAS MORE SCHOOL VOLUNTEER REGISTER FORM



**SURNAME:** \_\_\_\_\_

**FIRST NAME:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_

**CONTACT NO:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**SUBURB:** \_\_\_\_\_ **POST CODE:** \_\_\_\_\_

**VOLUNTEER POSITION HELD:**

\_\_\_\_\_  
\_\_\_\_\_

**VOLUNTEERS OTHER THAN PARENTS OF ENROLLED STUDENTS  
POSITIVE NOTICE BLUE CARD REGISTRATION NUMBER:**  
\_\_\_\_\_  
**EXPIRY DATE:** \_\_\_\_\_

**NB: A COPY OF THE CURRENT POSITIVE NOTICE MUST BE ATTACHED TO THIS FORM**

**IMPORTANT INFORMATION:**

I understand that I must follow the school's visitor procedures; to wear a name badge and sign in and out in the classroom, (including library or tuckshop) on all occasions. I have been provided with a copy of:- (please tick)

- Brisbane Catholic Education's Employee Suitability Declaration to be signed (on the back of this form)
- The Volunteer Code of Conduct
- Brisbane Catholic Education's Statement of Principles
- the Commission for Children and Young People and Child Guardian's Information Sheet titled The Blue Card
- Workplace Health and Safety Information and Evacuation Plan

I (print name) \_\_\_\_\_

- have read and understand the above.
- have attended the Mandatory Student Protection Inservice on (date) \_\_\_\_\_ and understand my reporting responsibilities as a volunteer.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Principal's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***PLEASE ALSO SIGN THE BACK OF THIS FORM BEFORE RETURNING TO THE SCHOOL OFFICE***



# VOLUNTEER SUITABILITY DECLARATION



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:

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 / volunteer work; or 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 / volunteer work; or to provide false or misleading information or documents for the purpose of the 'working with children check'. Persons employed or engaged in child-related employment / volunteer work 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.

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/ volunteer work, I must not apply for, commence or continue in, child-related employment / volunteer work.

**PARENT (A) Please tick (X) one box**

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

OR

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

Name (print).....

**PARENT (B) Please tick (X) one box**

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

OR

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

Name (print).....

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