

APPENDIX C CONFIDENTIAL DECLARATION FORM



Department of **Education**

151 Royal Street, East Perth WA 6004

STRICTLY CONFIDENTIAL

Confidential Declaration form must be completed by:

- Persons requiring access to schools who are **not** employees of the Department of Education.

Please read the following carefully, and tick (✓) **one** of the boxes below:

1	I declare that I DO NOT HAVE any convictions, circumstances or reasons, which might preclude my working with, or near, children.	
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OR

2	<p>I declare that I DO HAVE convictions, circumstances or reasons which might preclude my working with or near children. The nature of these convictions, circumstances or reasons is outlined below:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>(Please attach a separate sheet of paper, if required)</p>	
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I certify the accuracy of the above information. I am aware that I may be required to consent to a criminal record clearance, through the Department of Education's Screening Unit, if it is considered necessary to verify the information I have provided.

Name:			
Company: (if relevant)			
Address:			
Telephone:			
Email:			
School visiting:			
Purpose of visit:			
Signature:		Date:	

See the following page for explanatory notes

NOTES ABOUT THIS CONFIDENTIAL DECLARATION FORM

What the form is about:

In 1997, the then Education Department of Western Australia joined other Australian states to implement the ***National Strategy in Schools for the Prevention of Paedophilia and Other Forms of Child Abuse***. The Confidential Declaration form is designed to prevent people from entering schools who may pose a potential risk to children based on previous criminal history. It does not replace the Working With Children check for employees.

The Confidential Declaration form is for persons who are **not** Department of Education employees, and are **not** involved in child-related work, but who **do** require access to a school (for example, tradespeople carrying out repairs or entertainers who do not work directly with children).

By completing this form, you will help the Department ensure that Western Australian public schools are safe places for our children.

Confidentiality:

Please be assured that unless statutory obligations require otherwise, the information on the completed form will not be used without your consent for any purpose other than in relation to your entry onto the school premises.

The completed form will be treated with the utmost confidentiality at all times. Thank you for taking the time to read this information.

Visiting multiple school sites:

If you visit many schools, for example, if you are a visiting theatre act, then you must complete a separate Confidential Declaration form for **each** school you visit. All schools are required to maintain records of all visitors at the school site.

Any enquiries regarding the Confidential Declaration form should be directed to:

Office of the Deputy Director General, Schools
Department of Education
151 Royal Street
East Perth WA 6004
T: (08) 9264 4062
F: (08) 9264 5051