Maylands Peninsula
PRIMARY SCHOOL
"Learning together"

Department of Education

CONFIDENTIAL DECLARATION

Classroom - Kindy & Pre-Primary Helpers

This form is for persons requiring access to schools who are not employees of the Education Department.

Please place a tick in one of the boxes below.

1.	I declare that I do not have any convictions, circumstances or reasons that might preclude my working with or near children.	☐

OR

2.	I declare that I **do have** convictions, circumstances or reasons that might preclude my working with or near children. The nature of these convictions, circumstances or reasons is outlined below.	☐

I certify the accuracy of the above information. I am aware that I may be required to provide a police clearance if it is considered necessary to verify the information provided.

By signing this form, you are confirming that all information is true and correct.	
Parent/Caregiver Full Name:	
Address:	
Parent/Caregiver Signature:	
Date:	
Students Full Name:	
Room Number:	
School:	**MAYLANDS PENINSULA PRIMARY SCHOOL**
Address:	60 Kelvin Street, Maylands WA 6050

☐ If you are completing this form online and are unable to sign this form, please check this box to confirm the above information is true and correct.

Department of Education

SCREEN FORM - VISITORS

EDUCATION DEPARTMENT OF WESTERN AUSTRALIA
151 Royal Street EAST PERTH WA 6004 Phone 08 9264 4111

Notes about the CONFIDENTIAL DECLARATION form

What the form is about.

In 1997 the Education Department joined other Australian states to implement **the National Strategy in Schools for the Prevention of Pedophilia and Other Forms of Child Abuse.**

The CONFIDENTIAL DECLARATION form is designed to help with this strategy.

The CONFIDENTIAL DECLARATION form is for persons who are not Education Department employees, but who do require access to a school e.g. trades people carrying out repairs, visiting artists, circus acts, religious instructors, etc.

By completing this form, you will help the Education Department to ensure that Western Australian 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 always treated with the utmost confidentially.

Thank you for taking the time to read this information.

Please Note: ***For troupes, artists, musicians, circus acts, etc. who visit many schools.***

If you visit many schools, for example if you are a visiting theatre act, then you may register with the Education Department by contacting the **Screening Policy Officer** on **08 9264 4391.**

This will enable you to move from school to school without having to complete the **CONFIDENTIAL DECLARATION** form each time.

Maylands Peninsula
PRIMARY SCHOOL
"Learning together"

DUTY OF CARE WHILST ON PARENT HELP / VOLUNTEERING

Maylands Peninsula Primary School values the support our parents/caregivers and the wider community gives us. When there are opportunities for parents/grandparents/caregivers/volunteers to come and help, we are lucky enough to get a great response from people wanting to be involved.

There are a few guidelines that parents/grandparents/caregivers/volunteers must follow to ensure the safety of all our students, parents, caregivers, and volunteers.

- When you are volunteering in your child's class, you cannot pick your own child up or any other child up, nor carry them. Once a child is on school grounds during the school day, school staff assume Duty of Care.
- To avoid putting yourself in a vulnerable position please refrain from any physical interactions including high fives, hugs, etc. You can't do much if someone hugs you, but it shouldn't be encouraged (Hugs are for friends and family). Avoid using pet names. If you don't know the child's name, just ask. Furthermore, always ensure you are not put in a vulnerable position by being isolated with a student where others cannot see you.
- If a student starts to make a disclosure to you, please protectively interrupt by saying: "It sounds as though you have something important to talk about. I would like to have a chat with you about that a bit later." Then, let the teacher know as soon as possible.
- Volunteers often overhear conversations that the teacher isn't supposed to hear as students forget you are in the room. If you feel there is something odd happening, please let staff know as soon as possible.
- Please share with the teacher if you have any concerns about a student's welfare.

Please complete the section below to confirm that you agree to adhere to the guidelines.

I have read and agree to follow the guidelines and act accordingly.	
Full Name:	
Signature:	
Date:	
School:	**MAYLANDS PENINSULA PRIMARY SCHOOL**
Address:	60 Kelvin Street, Maylands WA 6050

☐ If you are completing this form online and are unable to sign this form, please check this box to confirm the above information is true and correct.

Submit