



VOLUNTEER'S NOMINATION FORM

Print on reverse of the Information for Volunteers Completing the Volunteer Nomination Form

ACT Government schools welcome volunteers and value the support they provide to the students and educational programs

Please read these statements and provide all information required before signing the form. Please ask the principal of the school or contact Workplace & Legal Support on 620 59149 if you have any questions.

1. The duty of care owed to students in ACT Government schools requires that all persons working with students, including volunteers, promote a safe environment and a positive educational climate. Volunteers are asked to comply with the *Code of Conduct for Volunteers*.
2. To assist schools in providing a safe environment, any person with serious convictions, circumstances or reasons that might preclude them from working with or near children and young people **MUST** discuss these issues with the principal or Workplace & Legal Support officers before signing this document. *See reverse of sheet for a description of relevant charges and convictions.*
3. Volunteers who support educational programs will be covered by defined personal accident insurance. Arrangements have been put in place to protect volunteers where a volunteer may accidentally incur legal liability for third party injury and/or damage to third party property. To validate any possible claim, volunteers must sign the *Daily Sign In Form* identifying the date, the start and finish time for each visit. This form will be available on each school visit.

Family Name:	Given Name:
Home Address: (Street)	
(Suburb)	
(State - Postcode)	
Contact Details: (Home Phone)	
(Work phone)	
(Mobile phone)	

Reason for nominating as a volunteer in this school:
<input type="checkbox"/> Parent/carer/relative of student
<input type="checkbox"/> Close link to a student
<input type="checkbox"/> Assist with specific program <i>Name of Program</i>
<input type="checkbox"/> Assist with a specific organisation <i>Name of Organisation</i>

I agree to comply with the Code of Conduct for Volunteers. Yes / No

I am aware that I need to sign in the start time and finish time of each visit and report any incidents or injuries to the principal/delegate or supervising teacher. Yes / No

I have had NO relevant or serious charges or convictions against me that may preclude me from working with or near students OR I have confirmed with the principal/department that any charges against me will not preclude me from working with students. (This includes serious traffic offences) *Please read reverse before completing this section.*

Signed: _____ Date: _____

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Why complete the Volunteer Nomination Form?

The Department of Education and Training supports actions which enable students to work and learn in a safe well organised environment which promotes a positive educational climate. All persons working with students are required to affirm that they have a personal history with no incidents, charges or criminal convictions that may preclude them from working with students. As a volunteer you are not obliged to reveal details of these events. However, if you do not complete all sections of the Volunteer Nomination Form the department may decline your offer to work with students. The acceptance of the services of a volunteer and the termination of the arrangement is entirely within the discretion of the principal.

Do I have to disclose details of my personal history?

Volunteers may work with students when there is a personal history that includes minor incidents that do not bear any relevance to their work with children and young people. Minor incidents and individual traffic violations do not need to be revealed. To decide whether more serious incidents, charges, criminal convictions (including serious traffic offences), or other matters are relevant, you MUST discuss these with the principal or an officer from Workplace & Legal Support section (Phone: 620 59149) before completing this section of the form.

What charges or convictions are relevant?

The *Commonwealth Spent Convictions Scheme* and the *ACT Spent Convictions Act 2000* legislation limit the disclosure of certain offences once the person completes a period of crime-free behaviour. However, under the *ACT Spent Convictions Act 2000*, this does not apply to any person to be appointed, employed or otherwise engaged to instruct, supervise or work with students. This means the department is entitled to request all information about convictions in relation to all persons working with children and young people.

Will I be able to work with students if I disclose a conviction?

The disclosing of a conviction may not prevent volunteers from working with students. Many persons have convictions for minor offences, often having occurred a number of years in the past, or for minor traffic offences. Convictions relating to more serious offences will be assessed on a case by case basis but may not necessarily preclude a person from working with students. Offences that may preclude a person from working with students include a history of:

- drug related offences;
- violence related offences; or
- serious traffic offences (where the volunteer is required to transport students by car).

However, as previously mentioned each case will be assessed on an individual basis, with consideration given to the seriousness of the offence and the time elapsed since the offence. Volunteers will be afforded the opportunity to discuss disclosed charges and/or convictions with the principal or officers from Workplace & Legal Support.

Persons who have been convicted of the following kinds of offences would only be accepted as volunteers in exceptional cases:

- a sexual offence; or
- other offence if the victim was under 18 at the time the offence was committed.

What will happen to information I disclose?

Any information you provide will be treated by the department in accordance with our obligations under the *Privacy Act 1988*. This information will not be used or disclosed for any other purpose other than in the assessment of your suitability to work with children and young people as a volunteer, except in circumstances provided for the *Privacy Act 1988*.

The ACT Department of Education and Training appreciates your assistance in helping us to ensure, as far as is possible, that schools provide a safe, well organised environment for students.