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, I must not apply for, commence or continue in, child related employment.

Please tick AND initial the relevant statements:-

☐ I am ‘suitable’ as defined by this Act to apply for, commence or continue in, child related employment. (Initial if true __________)

Or

☐ I am ‘not suitable’ as defined by this Act to apply for, commence or continue in, child related employment. (Initial if true __________)

AND

☐ I have been given a copy of the St Vincent’s Code of Conduct and agree to abide by it. (Initial if true __________)

AND

☐ I completed the Student Protection Induction Session on ________________ (date you completed session) and am aware of my responsibilities. (Initial if true __________)

NAME:

SIGNATURE:  DATE:

CHILD’S NAME & CLASS:

CHILD’S NAME & CLASS:

CHILD’S NAME & CLASS:

CHILD’S NAME & CLASS:

(If you require additional spaces then please attach a separate sheet hereto)

PLEASE NOTE

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

PLEASE RETURN THIS SIGNED FORM TO SCHOOL.

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 attempt[ting to conspiring to commit, an office mentioned in paragraph 9a) or (b); or
(d) an offence against a law of another jurisdiction that substantially corresponds to an office 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
(i) It is an offence
- for a person convicted of a serious offence, and whom the Commission deems ‘not suitable’ to apply for, or start to continue in, child related employment;
- 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;
- to provide false or misleading information or documents for the purpose of the ‘working with children check’

(ii) Persons employed or engaged in child related employment must disclose change 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 office