

Volunteer Registration & Declaration Form

Instructions for volunteer parent, guardian or kin of a child attending the school: Please complete this form (with your full legal name as it appears on your driver's license/passport) and provide it to the school office.

Instructions for volunteers who are not the parent, guardian or kin of a child attending the school: Please complete this form (with your full legal name as it appears on your Blue Card, Exemption Card or other Safeguarding document) and provide it to the school office with a copy of your relevant screening document/s for verification.

First Name		Middle Name		Last Name	
Contact No.		Email		Date of Birth	
Street Address					
City/Suburb				Postcode	
Please tick the role below that applies to you:					
<input type="checkbox"/>	I am registering as a volunteer parent, guardian or kin (I have a child at the school)				
<input type="checkbox"/>	I am registering as a non-parent, guardian or kin volunteer (I do not have a child at the school)				
School Name:				School Suburb:	
School #2 (if applicable):				School Suburb:	
School #3 (if applicable):				School Suburb:	
Service being provided:				Date Training Completed	
Volunteers who are NOT parents, guardian or kin of a child attending the school, please complete relevant details below and supply a copy of your current Blue Card for verification.					
A. Positive Notice Blue Card Registration Number				Expiry Date	
B. Exemption Card Registration Number				Expiry Date	
Please read the information below and tick the boxes to confirm/acknowledge					
<input type="checkbox"/>	<u>I declare:</u> <ul style="list-style-type: none"> • I have not been subject to an allegation, criminal charge or conviction relating to a vulnerable person or child. • I have not been subject to an allegation of breach of a code of conduct and/or Policy/Procedure in another organisation in a matter relating to a vulnerable person or child. 				
<input type="checkbox"/>	<u>I am not:</u> <ul style="list-style-type: none"> • A disqualified person under the National Disability Insurance Scheme Act 2013; • A restricted person under the Working with Children (Risk Management Screening) Act 2000 (Qld); <ul style="list-style-type: none"> ○ I have not been issued a negative notice ○ I have not had my Blue Card Suspended ○ I am not a disqualified person and/or have not been charged with a disqualifying offence which has not been finalised ○ I am not the subject of an adverse interstate Working with Children check decision. 				
<input type="checkbox"/>	I understand that I have an ongoing obligation to advise the school/school authority of any changes to the above information as soon as possible after any such change occurs.				
<input type="checkbox"/>	I understand that I must follow the school's visitor procedures and sign in and out at reception each visit.				
<input type="checkbox"/>	I confirm that I have read, understand and accept the responsibilities detailed in the Volunteer Code of Conduct.				
<input type="checkbox"/>	I confirm that I have received, read, understand and accept the responsibilities detailed in the relevant Volunteer Statement/s of Responsibility.				
<input type="checkbox"/>	I confirm that I have completed the online Volunteer Training.				
Signed:					Date:

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School Office Use Only		Date:	Actioned by:
<input type="checkbox"/>	Details recorded on School Employee Register		
<input type="checkbox"/>	Volunteer Statement of Responsibility issued		
<input type="checkbox"/>	Relevant Safeguarding card/document or ID sighted, and details cross-checked with this form for accuracy		
<input type="checkbox"/>	Blue Card or Exemption Card validated on BCS portal		
<input type="checkbox"/>	Blue Card linked on BCS portal (non-parent, guardian, kin volunteers)		
<input type="checkbox"/>	Blue Card delinked on BCS portal on exit (non-parent, guardian, kin volunteers)		
NB: Where the Volunteer is not required to hold a Blue Card or Exemption Card, or the card does not need to be linked, please indicate on employee register as not applicable.			