

Working with Children Declaration

This form will be valid for 3 years from the initial date of declaration.

I am completing this form as a:

Business, or Sole Trader

I,

From,

ABN:

understand our obligation in relation to [La Trobe University's Working with Children Policy](#) and declare that:

I or all staff, contractors, subcontractors and agents from my business, who are required to attend any La Trobe University campus:

- Will be aware of [La Trobe University's Working with Children Policy](#); and
- Will have a current valid Employee¹ Workers with Children Check (WWCC) or recognised equivalent; and
- Will produce on request a current valid Employee WWCC Card; and
- Will maintain a record/registry of individual compliance with WWCC which can be audited by the University on request.

OR

I or my business request an exemption. I confirm that I or all staff, contractors, subcontractors and agents from my business who are required to engage with the University:

- a. Have never received a Negative Assessment Notice nor engaged in conduct that would result in a Negative Assessment Notice, should they be required to apply for a WWCC Check and
- b. Are not Engaged in Child Related Work; and
- c. Have no interaction with a child or children in the course of undertaking this work, activity or service; or
- d. Are Engaged on an infrequent and ad hoc basis, no more than 35 hours in a 12 month period;

Previous engagement

I or my business, have previously engaged with La Trobe University.

My last engagement was with,

on

I,

on

1. confirmed that this declaration is true and correct and I am authorised to sign this declaration;
2. acknowledge that the University reserves the right to withdraw exemptions if it is deemed the service provisions has been modified since initial engagement and no longer meets the exemption criteria; and
3. confirm that we will advise the University if any of our staff, contractors, subcontractors and agents from my business have their Working with Children Check suspended or revoked by the Department of Justice and Community Safety

Signature

Company name:

Please return the signed declaration to your relevant La Trobe University contact².

La Trobe respects the privacy of your personal information. We are collecting your personal information to register your compliance with the University Working with Children Policy and will only use your information for this purpose. If your personal information is not provided to us then you will not be able to commence your engagement with the University. You may have the right to access the personal information we hold about you subject to any exemptions in relevant laws, by contacting us on privacy@latrobe.edu.au

¹ A Volunteer Working with Children Check card will only be accepted if the individual is not being paid to perform the works.

² The University Contact must forward the completed form to the business [WWCC Compliance Check Officer](#) for the secure storage of Working with Children Check documentation.

Official use only - EXEMPTION

I, the Business Unit Representative who is requiring the engagement of the non-staff have assessed this application for exemption in accordance with University Policy and **support** this exemption.

Declaration Signature

Signature Business Unit Representative, La Trobe University	Date [DD-MM-YYYY]	Please print name

I, as Head of the Business Unit of La Trobe University, has assessed and **approve** this exemption request.

Signature Head of Business Unit, La Trobe University	Date [DD-MM-YYYY]	Please print name