



# Port Noarlunga Primary School & Aquatic Centre

'Working Together, Learning Forever'



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Dear Parent/Carer/Volunteer,

We thank you for your input to our school. All volunteers add greatly to the quality of the educational experiences we provide for our students.

For your information and protection we now need to draw your attention to the fact that new DECD regulations state that:

*The following groups of volunteer parents, care givers and others have been identified for criminal history screening in consideration of their regular contact with and/or their close proximity to children on a regular basis:*

- *attending any overnight camps/school sleep-overs or billeting programs*
- *working one to one with children or working in close proximity to children on a regular basis e.g. LAP, music, drama, coordination skills etc. (this includes a parent working **regularly with only their own child but in proximity to other children**)*
- *acting as a **coach** or manager of teams or groups of children and young people*
- *working in resource centres, offices, managing canteens etc.*
- *accepting a position on governing/school councils, boards or committees. (This is to protect against people adversely influencing the protective climate of an education/care environment through the decisions of committees or boards. The organisation shall determine the screening requirements for each committee.)*

As a result of this regulation, if you are intending to be in our school for any of the reasons listed above we will need you to complete a Criminal History Clearance application. Please bring the completed form, with your **original** proof of identity documents to the Front office so that they can be sighted and verified. This proof of identity also includes your **marriage certificate** if that is applicable to you because you changed your name due to marriage.

We request that you do this as soon as possible as these checks are taking quite a few weeks to be completed and we don't want to deny anyone the opportunity to attend an excursion etc. because we are still waiting on a Criminal History Check to come through. From the beginning of this year we are **unable to make exceptions** and we know that many parents will be looking forward to joining in with school activities – either in the classroom, as a general volunteer, or on excursions/camps. Without a current Criminal History Check (child related) this **will not** be possible.

Several parents have queried the reason behind checks for those who are just working with their own child. This is a requirement because if you are regularly seen in a classroom and therefore probably identified by other students as a familiar and trustworthy person, this then promotes a possibly unwarranted degree of trust that might be mis-used or abused by individuals. (For example: A child may accept a lift from someone they don't really know but believe they can trust because they've seen that person in their classroom quite often and feel safe going with them.)

If you already have a DCSI Criminal History Check, please bring this in to the Front Office and we can record that information on our database. Please do not go to the Police Station and pay for a National Police Clearance as this cannot be accepted. Once your Criminal History Clearance has been processed you will be sent a clearance letter and the school will receive an email informing us that you have been cleared. We will then add your name to our database of cleared parents so that staff are aware of who they can accept as volunteers in their classrooms and on excursions/camps.

If you have any questions please contact me.

Regards,  
Jo Rowell  
Deputy Principal