



## Guardian / Carer Form

The New South Wales Department of Education and Training (DET) and TAFE NSW require all students under 18 years of age to have a guardian/carer. This person must either be a relative 21 years of age or over, and nominated by the parents (a brother, sister, step-parent, step-brother, step-sister, grandparent, aunt, uncle, niece or nephew, step-grandparent, step-aunt, step-uncle, step-niece or step-nephew) or the homestay parent approved through DET/TAFE NSW. Students over 18 years must provide a contact person in case of emergency.

Students under 18 years of age must either live in homestay accommodation approved by DET or TAFE NSW, or in the care arrangements nominated by the parents in accordance with the Department of Immigration and Multicultural and Indigenous Affairs (DIMIA) requirements.

High School students in Years 7 and 8 must live with the relative nominated by the parents.

The guardian/carer undertakes to perform the following:

- Maintain regular contact with the student and liaise with the School/Institute, and parents;
- Ensure that the student attends regularly and punctually. Student visas require a minimum of 80% attendance and failure to meet attendance requirements can lead to the cancellation of student visas;
- Notify the School/Institute Coordinator and the International Students Centre of any changes to the student's address or living arrangements within 7 days. This notification must be in writing and provide full details of the new arrangements, and must comply with DET and DIMIA requirements;
- Contact the parents and School/Institute Coordinator in case of accident/serious illness or medical emergency;
- Assist the student to seek any necessary medical attention and ensure proper medical certification is obtained in case of absence;
- Inform the parents promptly in the event of any problems, discuss solutions with parents and act promptly on their advice;
- Write to or telephone the School/Institute Coordinator to ask for leave for the student for medical/dental or any appointments, specifying the dates and times of the absence;
- Liaise with the School/Institute Coordinator concerning behaviour, conduct or any issues which may affect the student's progress;
- Attend school meetings such as parent/teacher interviews, subject selection meetings and other school or Institute meetings deemed necessary by the Principal/Institute Director on behalf of the parents;
- Assist the student to understand school and visa requirements and abide by them.

**NOTE: Both a parent and the guardian/carer must sign the following declaration. Under the NSW Child Protection Act (1998) all guardian/carers must complete the attached Prohibited Employment Declaration.**

\* Parent and guardian/carers, please make a copy for your reference

International Students Centre  
827-839 George Street (PO Box 707)  
Broadway NSW 2007  
Australia

Tel: +61 1300 302 456  
Fax: +61 2 9212 6721  
Email: [isc@det.nsw.edu.au](mailto:isc@det.nsw.edu.au)  
Web: [www.internationalschools.edu.au](http://www.internationalschools.edu.au)

**Please print Guardian / Carer details in ENGLISH**

**A. Parent Declaration**

I ..... appoint .....  
(Name of Parent in full) (Name of Guardian/Carer)

as Guardian/Carer of my child .....  
(Name of Student)

My relationship to the Student is: Mother / Father (please circle one)

Address .....

Suburb / town ..... Postcode.....

Telephone No (Home) ..... (Work) ..... (Mobile) .....

Email .....

.....  
Signature

.....  
Date

**B. Guardian/Carer Declaration**

I ..... accept the responsibility as the Guardian/Carer  
(Name of Guardian/Carer)

for .....  
(Name of Student)

Guardian's Name: ..... Date of Birth .....

Relationship to the Student .....

Address .....

Suburb / town ..... Postcode.....

Telephone No (Home) ..... (Work) ..... (Mobile) .....

Email .....

.....  
Signature

.....  
Date

**Note: If the Guardian/Carer is in Australia on a visa, please provide a copy of the passport and current visa.**



## ATTACHMENT

**PROHIBITED EMPLOYMENT DECLARATION****Child Protection (Prohibited Employment) Act 1998**

The Child Protection (Prohibited Employment) Act 1998 makes it an offence for a person convicted of a serious sex offence (a prohibited person) or a registrable person under the Child Protection (Offenders Registration) Act 2000, to apply for, undertake or remain in, child-related employment. It does not apply if an order, from the Industrial Relations Commission or the Administrative Decisions Tribunal, declares that the Act does not apply to a particular person,

**Section 5 of the Child Protection (Prohibited Employment) Act 1998 defines a serious sex offence as an offence involving sexual activity or acts of indecency that was committed in NSW and that was punishable by penal servitude or imprisonment for 12 months or more, even if the sentence was not served, or, an offence involving sexual activity or acts of indecency that was committed elsewhere and that would have been punishable by penal servitude or imprisonment for 12 months or more if it had been committed in NSW.**

**Child-related employment** means any employment, where at least one of the essential duties of the position, involves direct contact with children where that contact is not directly supervised. Section 1 of the Child Protection (Prohibited Employment) Act 1998 specifies that child-related employment is employment:

- involving the provision of child protection services
- in pre-schools, kindergartens and child care centres (including residential child care centres)
- in schools or other educational institutions (not including universities)
- in detention centres (within the meaning of the Children (Detention Centres) Act 1987)
- in refuges used by children
- in wards of public or private hospitals in which children are patients
- in clubs, associations or movements (including of a cultural, recreational or sporting nature) having a significant child membership
- in any religious organisation
- in any entertainment venues where the clientele is primarily children
- as a babysitter or childminder that is arranged by a commercial agency
- involving fostering or other child care
- involving regular provision of taxi services for the transport of children with a disability
- involving the private tuition of children
- involving the direct provision of health services
- involving the provision of counselling or other support services for children
- on school buses
- at overnight camps for children.

**Under this Act:**

- it is an offence for a prohibited person to **apply for, undertake or remain in** child related employment.
- employers must ask existing employees, both **paid** and **unpaid**, and preferred applicants for employment to declare if they are a prohibited person or not.
- All child-related employees **must** inform their employers if they are a “prohibited person” or remove themselves from child-related employment. A prohibited person is someone who has been convicted of a serious sexual offence or, who has had a finding for a charge of a serious sexual offence proven in court, even if a conviction was not recorded.
- penalties are imposed for non compliance.

**I am aware that I am ineligible to apply for, undertake or remain in, child related employment if I have been convicted of a “serious sex offence” as defined in the Child Protection (Prohibited Employment) Act 1998 or if I am a “registrable person” under the Child Protection (Offenders Registration) Act 2000.**

**I have read and understood the above information in relation to the Child Protection (Prohibited Employment) Act 1998 and understand my responsibilities and obligations under this Act.**

**I declare that I am not a person prohibited by the Act from seeking, undertaking, or remaining in child related employment.**

..... Name ..... Signature ..... Date .....

**Note: Seek legal advice if you are unsure of your status as a prohibited person.**