



Guardian/Carer Nomination Form

The NSW Department of Education and Training requires that all school aged students who are less than 18 years of age and who hold a subordinate visitor or temporary resident visa based on a parent's principal visa and who are seeking enrolment in a NSW government school, must reside with the parent during any period of enrolment, except in the most extenuating circumstances acknowledged by the NSW Department of Education and Training.

In those cases where the Department has acknowledged the most extenuating circumstances or for those prospective students who are under 18 years of age and hold a principal visitor visa, a parent must nominate a Guardian/Carer who is a relative and over 21 years of age as proscribed by the Department of Immigration and Citizenship. (The Guardian/Carer may be a brother, sister, step-parent, step-brother, step-sister, grandparent, aunt, uncle, niece or nephew, step-aunt, step-uncle, step niece or step-nephew).

If not an Australian citizen, the Guardian/Carer must provide a certified copy of their current passport and visa to the NSW government school in which the child is enrolled for retention with this Nomination form in the student's records.

The Parent and Guardian/Carer must accept the following conditions.

- **Maintain regular contact with the student and liaise with the school and parents;**
- **Ensure the student attends the school regularly and punctually;**
- **Notify the school and the Temporary Residents Program Unit (address below) in writing of any change of residential address, change of visa status (certified copy to be provided) within 7 days;**
- **Contact the parent and the school in the case of accident/serious illness or medical emergency;**
- **Assist the student to seek any necessary medical attention and ensure a medical certificate is obtained in the 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 to ask for leave for the student for medical or any other appointment, specifying the dates and times of absence;**
- **Liaise with the school concerning behaviour, conduct or any issues that may affect the student's progress;**
- **Attend school meetings such as parent/teacher interviews, subject selection meetings and other school meetings deemed necessary by the school principal on behalf of the parents;**
- **Assist the student to understand school policies and visa requirements and abide by them.**

NOTE:

- **Both a Parent and the Guardian/Carer must sign the declaration. Under the NSW Child Protection Act (1998) all guardian/carers must complete the attached Prohibited Employment Declaration (Attachment 4).**
- **Parents and guardian/carers must retain a copy of this document.**

Guardian/Carer Nomination Form

Please print 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: _____

Telephone: (Home) _____ (Work) _____ (Mobile) _____

Fax: _____ (Email) _____

Signed: _____ Date: _____
(Parent Name)

B. GUARDIAN/CARER DECLARATION

I accept all responsibility as the Guardian/Carer and agree to fulfill all required conditions for

Name of Student: _____

Guardian/Carer's Name: _____ Age: _____ Date of Birth: _____

Relationship to Child / Parent: _____
(Refer to eligible relative information on the previous page of this document)

Address: _____

Telephone: (Home) _____ (Work) _____ (Mobile) _____

Fax: _____ (Email) _____

I have also signed the Prohibited Employment Declaration as required.

Signed: _____ Date: _____
(Guardian/Carer Name)

Note: If the Guardian/Carer is in Australia on a Permanent Resident or Temporary Resident visa, please provide a certified copy of the passport and current visa for retention by the school.

CRICOS Provider Name: NSW Government Schools (Department of Education and Training)
CRICOS Provider Code: 00588M

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 or the Commission for Children and Young People, declares that the Act does not apply to a person in respect of a specific offence.

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; or
- an offence under Sections 91D-91G (other than if committed by a child prostitute) and 578B or 578C(2A) of the *Crimes Act 1900* or a similar offence under a law other than a law of NSW; or
- an offence of attempting, or of conspiracy or incitement, to commit an offence referred to in the preceding paragraphs; or
- any other offence prescribed by the regulations.

Note: A conviction for carnal knowledge is classified as a serious sex offence under this legislation.

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 3 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;

ATTACHMENT 4 (CONTINUED)

- at overnight camps for children;
- any other prescribed by regulation.



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*. I am aware that it is an offence to make a false statement on this form.

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

I understand that this information may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for employment screening in accordance with Section 36 (1) (f) of the *Commission for Children and Young People Act 1998*.

Name: _____ Signature: _____

Date: _____ Contact telephone number: _____

Note: Seek legal advice if you are unsure of your status as a Prohibited Person.