

# Working With Children Check

## Declaration for Child Related Work - Nationally Coordinated Criminal History Check (NCCHC)

This form must be completed by all persons applying for paid employment (child-related positions) with the NSW Department of Education (the Department) and contractors seeking engagement with the Department's Assisted School Travel Program. This process forms part of the Department's national criminal history check requirements.

**Note:** Applicants making this Declaration must also complete the [Nationally Coordinated Criminal History Check Application and Informed Consent Form](#). Notwithstanding the completion of this Declaration, the Department may at its discretion conduct a national criminal history check on applicants using their completed NCCHC Application and Consent form.

Applicant details			
Family name			
Given names			
Previous names			
Street address			
Suburb / Town			
State		Postcode	
Email address			
Telephone			
Date of birth			
Gender			
City/town of birth			
State of birth (AUS only)			
Country of birth			
Country of Citizenship			
WWCC number from OCG:			
Name on WWCC clearance:			
Departmental ID number (if known):			

## Declaration

Read this Declaration form before signing it. Place a tick ☒ in *either* sections A, B or C as applicable to your circumstances. Then place a tick ☒ in section D and sign and date the form.

For the purpose of Section A and Section B below, “School Learning Support Officer” means and includes all positions that have an in-classroom support role in schools (for example, School Learning Support Officers, Aboriginal Education Officers, School Learning Support Officers – Aboriginal, and Educational Paraprofessionals).

### ☐ Section A

This section applies if you are seeking employment as a **teacher** or **school learning support officer**.

I declare that:

1. I have no criminal convictions within the meaning of the Criminal Records Act 1991. I understand that “conviction” is defined in the Act to include a conviction whether summary or on indictment, for an offence, and includes a finding or order that an offence has been proved, or that a person is guilty of an offence, without proceeding to a conviction.
2. I am not subject to any unresolved charges relating to a criminal matter in Australia or overseas.

### ☐ Section B

This section applies if you are seeking

- employment in a child-related position **other than** as a teacher or School Learning Support Officer; or
- engagement as a contractor in the Assisted School Travel Program.

I declare that:

1. I have no criminal convictions in the past ten years. I understand that ‘conviction’ is defined in the Criminal Records Act 1991 and includes a conviction, whether summary or on indictment, for an offence, and includes a finding or order that an offence has been proved, or that person is guilty of an offence, without proceeding to conviction.
2. I am not subject to any unresolved charges relating to a criminal matter in Australia or overseas.
3. I have no convictions that cannot become spent within the meaning of the Criminal Records Act 1991 including but not limited to:
  - i. convictions for which a prison sentence of more than six months has been imposed; and
  - ii. convictions for sexual offences

## ☐ Section C

This section must be completed where you are unable to make the relevant declaration in section A or section B.

1. I am unable to make the relevant declaration in section A or section B.
2. I have completed the Nationally Coordinated Criminal History Check Application and Informed Consent Form and understand that my employment or engagement will be subject to a national criminal history check to determine my suitability for employment or engagement.

**Note:** The Department's probity unit will conduct screening for these applicants. The probity unit may contact the applicant for further information about the applicant's criminal history from the Nationally Coordinated Criminal History Check and determine their suitability for employment.

## ☐ Section D false or misleading information

I am aware that providing false or misleading information in either sections A, B or C in this document may lead to the Department:

- withdrawing any offer of employment or engagement that it has made to me; or
- terminating my employment or engagement, or taking disciplinary action which may include my dismissal; and
- considering any false or misleading information I provide, when considering any future applications by me for employment or engagement.

Signature:

Date:

## Dispute handling

An applicant is entitled to lodge a dispute if you believe that:

- the police information released does not belong to you
- part of the police information released does not belong to you
- the police information belongs to you but is inaccurate
- the police information belongs to you but should not have been released.

To lodge a dispute, you will be required to complete a Nationally Coordinated Criminal History Check (NCCHC) dispute form. For further information on dispute handling, please contact the Department's probity unit via [probityunit@det.nsw.edu.au](mailto:probityunit@det.nsw.edu.au).

## Privacy statement

The Department will use your personal information collected on this declaration document to manage risk associated with its legal obligations to ensure the protection of children and young persons in its care and for purposes directly related to your employment or engagement with the Department.

The Department will use this information to verify your identity and Working With Children Check (WWCC) clearance and to check the Department's business systems, including eCPC and the database of persons not to be employed, to ensure that there is no barrier to engaging the person.

All information you provide will be used, disclosed and stored consistent with the NSW privacy and other relevant law. The completed declaration form will be filed by the school/business area in secure storage for seven years from date of inactivity and then destroyed. You may request access to this information from the school or business centre at which it is held. The Department will not disclose the information to another agency or person unless required or authorised by law.

If you fail to provide all the information requested in this declaration the Department may decline your request for engagement or employment.