

# Annual Assurance of Community Organisations that teach Community Languages 2018

The Department of Education is seeking a written assurance that your organisation currently has in place processes that satisfy the requirements for teaching community languages for the 2018 school year.

The Child Protection (Working with Children) Act 2012 ("the Act") applies to all persons who undertake child-related work. The Act requires a person, who is employed or engaged in work that will ordinarily involve direct contact with children to obtain a NSW Working with Children Check ('WWCC') Clearance prior to commencement of duties.

The Department of Education regards the conduct of community languages schools to be child-related work.

## 1. Community Languages Teacher

Any worker your organisation intends to engage as a teacher of community languages must provide a WWCC Clearance. It is the responsibility of the organisation to ensure that each teacher has obtained this clearance and for the organisation to verify that clearance prior to the teacher starting work. It is also the responsibility of the organisation to keep records of the teacher's WWCC Clearance and verification. Community languages teachers are not permitted to work on an application number.

A volunteer under the age of 18 is exempt from needing a WWCC. The department requires that volunteers under the age of 18 complete the department's Working with Children Check – Declaration for Volunteers and Contractors form to declare that the person is not a disqualified person within the meaning of section 18 of the Act. The Declaration must be completed and delivered to the approved organisation prior to the teacher commencing duties.

The community organisation must submit to the host school a list of the names, date of birth and contact details of the management committee and authorised teachers before the commencement of community languages classes in 2018. This will allow schools to check the department's NTBE (Not to be Employed) database. All information must be provided on documentation identifying the approved community organisation.

The community organisation must ensure that community languages teachers present photo identification upon request by the host school. Community languages teachers must also be issued by the community organisation a name badge that includes the name of the authorising approved community organisation. The name badge must be worn at all times whilst on a school site.

More information can be found at: <http://www.kidsguardian.nsw.gov.au/Working-with-children/working-with-children-check>

All volunteers who are engaged to provide community languages in schools are required to obtain the WWCC Clearance by the commencement of the 2018 school year.

## 2. Child Protection and Classroom Management Training

Approved community organisations are required to have in place a system of authorised initial and ongoing training for their volunteer teachers that includes training in child protection and classroom management issues.

### 3. Verification required to be provided to host schools

Before a teacher of community languages can work in a community languages school, it is the community organisation's responsibility to verify that the relevant requirements as outlined in section 1 of this document have been met by completing the attached form and uploading to the online database by 12 February 2018. **Community organisations that do not upload the signed assurance to the online database will not have access to the 2018 application for grants online database.**

Information about the NSW Community Languages Schools Program related matters can be accessed on the website <https://education.nsw.gov.au/public-schools/community-languages-schools>

Your uploading of the required assurance will ensure you have approval to provide community languages classes for 2018. Community organisations will not have access to the online funding application if the responsibilities outlined in the annual assurance are not addressed.

Thank you for your support of community languages education in NSW.

Yours sincerely



Rod Megahey  
A/Director, Early Learning and Primary Education

22 December 2017

#### For more information contact

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# Annual Assurance of Providers of Community Languages 2018

This form is to be uploaded by 12 February 2018 to the online application data base  
<https://online.det.nsw.edu.au/cgpcplonline/home.do>

On behalf of the named community organisation below, I declare to the Department of Education as follows:

1. That all community languages teachers engaged by this community organisation have obtained, a Working with Children Check Clearance and that evidence including verification of clearance is kept on record. If under 18, community languages teachers have undertaken the appropriate declaration to the effect that they are not disqualified persons within the meaning of section 18 of the *Child Protection (Working with Children) Act 2012* and that copies of the declarations are kept on record.
2. That the community organisation has in place a system of authorised initial and ongoing training for their teachers that includes training in classroom management and child protection.

I warrant to the Department of Education that I am authorised to make this declaration on behalf of \_\_\_\_\_ (Name of organisation), and I acknowledge that the department will rely on both the information I have provided and this warranty.

Name:	Position:
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Signature:	Date:
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Telephone:	Email:
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Address of organisation:

Organisation Website home page (if applicable):