Step 3 - Lodgement

- Option 1 – Government Shopfronts
- Option 2 – Post (this process requires both documentation and the photo to be witnessed. Volunteers interested in this process should view the website and follow the instructions carefully.)

Frequently Asked Questions:
Several volunteers have questioned how to complete page 5 of the application form where information is requested about Regulated Activity Employer/Organisation:
The name of the employer is: St John Vianney’s Primary School, Namatiara Drive, Waramanga.
The contact person is: Vicky van der Sanden – 6288 2383
The contact’s email address is: office.svj@catholic.edu.au

Where can I find out more information?
For a detailed overview, the WWVP legislation can be found on the ACT Legislation Register:
and via the Office of Regulatory Services (ORS):
Telephone: (02) 6207 3000 Web: www.ors.act.gov.au

All volunteers must register prior to 8th November 2013. After this date, anyone who volunteers for the school
and is not registered, will only be able to assist their own child and no others.
When you have received your WWVP card, the school will require you to present the card at the Front Office
where a photocopy will be made and kept on file. You will also be required to keep your card on or near your
person at all times whilst volunteering for the school.

Thank you for taking the time to read the above information and thank you, in anticipation, for your cooperation
in ensuring you are registered prior to 8th November this year. We value the great contribution that volunteers
make to our school and want to continue our strong partnership with parents.

Yours sincerely,

[Signature]

Vicky van der Sanden
Principal
Dear Parent and Carers,

VOLUNTEERS AND THE WORKING WITH VULNERABLE PEOPLE BACKGROUND CHECK

The *Working with Vulnerable People (Background Checking) Act 2011* (WWVP Act) commenced on the 8th November 2012. The Act aims to reduce the risk of harm or neglect to vulnerable people in the Act, which includes children under the age of 18. It is CEO policy that all volunteers at schools must be registered in accordance with the WWVP. This policy includes volunteers at before and after school services on school premises. This guide provides you with a brief overview of the requirements of the Act and what you need to do to become a volunteer at St John Vianney’s Primary School.

Who is a vulnerable person?
The *Working with Vulnerable People (Background Checking) Act 2011* (WWVP Act) defines a person as being vulnerable if they are a child under the age of 18 years or an adult who is experiencing disadvantage and is accessing a service related to the disadvantage.

Who is a volunteer?
For the purposes of the WWVP Act, a person is a volunteer if the person is engaged to provide a regulated activity or service to vulnerable people and does not receive payment for providing the activity or service (apart from any payment for expenses).

What is Regulated Activity?
Regulated activities are outlined under Schedule 1 of the WWVP Act. For full details please read the Act at the website listed below. Regulated activities are services for children (this includes volunteering for any school events at St John Vianney’s Primary School).

What does being registered to work with vulnerable people mean?
Being registered to work with vulnerable people means that you will be able to work or volunteer with vulnerable people in regulated activities or services. **Registration is free for volunteers.**

WHAT DO I NEED TO DO TO VOLUNTEER AT ST JOHN VIANNEY’S PRIMARY SCHOOL?

Volunteers may access the registration application on the Office of Regulatory Services website in the same manner that teachers and staff access their registration applications. It is important to note that **volunteers do not pay a fee** to register.

**Step 1 – Download and complete the application form prior to going to the Office of Regulatory Services or Canberra Connect to register.**


**Step 2 - Establish Identity (Proof of Identity)**
At least 3 forms of identity documentation must be provided, including at least 1 form of primary proof of identification (you can find examples of proof of identity from the ACT Government website). Volunteers must take their accepted forms of ID with them to complete the registration. A photograph will be taken of the volunteer when registering.