# APPENDIX A. CONFIDENTIAL DECLARATION FORM

The Confidential Declaration form is for persons who are **not** Department of Education employees, and are **not** involved in child-related work, but who **do** require access to a school (for example, tradespeople carrying out repairs or entertainers who do not work directly with children).

Please read the following carefully, and tick (✓) **one** of the boxes below:

|  |  |  |
| --- | --- | --- |
| 1 | I declare that **I DO NOT HAVE** any convictions, circumstances or reasons, which might preclude my working with, or near, children |  |
| 2. | I declare that **I DO HAVE** convictions, circumstances or reasons which might preclude my working with or near children. The nature of these convictions, circumstances or reasons is outlined below.  (Please attach a separate sheet of paper, if required) |  |

|  |  |
| --- | --- |
| Name: |  |
| Company: (if relevant) |  |
| Address: |  |
| Telephone: |  |
| Email: |  |
| School visiting: |  |
| Purpose of visit: |  |
| Signature: |  |

**I certify the accuracy of the above information. I am aware that I may be required to consent to a criminal record clearance, through the Department of Education’s Screening Unit, if it is considered necessary to verify the information I have provided.**

Confidentiality: Please be assured that unless statutory obligations require otherwise, the information on the completed form will not be used without your consent for any purpose other than in relation to your entry onto the school site.

Visiting multiple school sites: If you visit many schools, for example, if you are a visiting theatre act, then you must complete a separate Confidential Declaration form for **each** school you visit. All schools are required to maintain records of all visitors at the school site.