



Love Serve Hope

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19th June 2020

## Building Child Safe Communities - Volunteer Undertaking

Dear Parents/Carers,

In Catholic Education Diocese Parramatta (CEDP), we see parents and carers as partners in your child's learning journey. Parents and carers are encouraged to become involved in our schools in many important ways such as supporting classroom learning, being part of advisory groups, mentoring programs, coaching sporting teams and supporting other extra-curricular activities, canteen support and other kinds of help.

A range of checks and undertakings are required for people who work for or provide services to CEDP. These checks reduce potential risk and form part of our strategy to build child safe communities.

CEDP has launched a new *Building Child Safe Communities* form and online training module that all volunteers are required to complete.

The purpose of this training is to inform you of the standards of behaviour and other requirements that must be adhered to when volunteering for CEDP.

The undertaking should take no more than 5 minutes to complete and the training module approximately 10 minutes. Once the form and training modules are submitted, an automated email will be sent to you within two business days to confirm the status of your submission.

The undertaking form will expire within two years or when your Working With Children Check expires (if applicable), whichever is sooner. At that time you will need to complete the undertaking form and training module again. You will receive an automatic reminder email when this occurs.

Further information on the new online form and training module can be found at [www.parra.catholic.edu.au](http://www.parra.catholic.edu.au) and clicking on **about us / building child safe communities**. Within the form you will also find help sheets and a video tutorial to assist you.

Thank you in advance for your support.

Yours sincerely,

Philip Mahony  
Principal

# Building Child Safe Communities

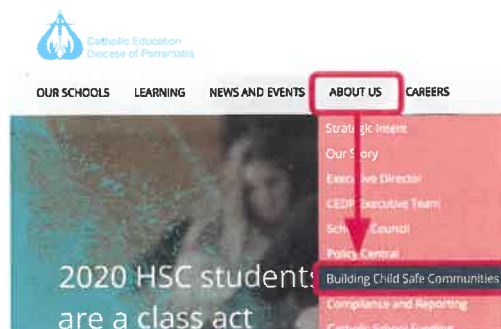
## Undertaking Form and Training Module Help Sheet for Volunteers

All Volunteers must complete the Building Child Safe Communities Undertaking form and online training module prior to volunteering at any school or CEDP site.

The Undertaking form and training module (*combined*) can be located at

<https://www.parra.catholic.edu.au>

Go to **About Us/Building Child Safe Communities**.



From the Volunteers area, select **Start Now** to commence.

The Undertaking form should take no more than 5 minutes to complete.



Volunteers now have the ability to select multiple schools/locations in the one undertaking. For example, this assists parents/carers whose children attend more than one school.

Select the specific CEDP School(s)  
(*Ctrl+Click or drag to select multiple*)

- Bede Polding College (South Windsor)
- Bethany Catholic Primary School (Glenmore Park)
- Caroline Chisholm College (Glenmore Park)
- Catherine McAuley (Westmead)
- Cerdon College (Merrylands)
- Chisholm Catholic Primary School (Bligh Park)
- Christ The King Primary School (North Rocks)
- Corpus Christi Primary School (Cranebrook)
- Delany College (Granville)
- Emmaus Catholic College (Kemps Creek)

The answers you provide will determine whether you require a Working With Children Check (WWCC) to support your Undertaking.

If prompted, please provide your WWCC number, expiry date and date of birth.

**Working with Children Check Not Required**

Based on your selections, a Working With Children Check is not required.

Should the nature of your duties change such that you require a Working With Children Check, you will be required to submit a new undertaking.

**Working With Children Check Required**

Based on your selections, a Working With Children Check is required.

If you do not have a Working With Children Check, [click here](#) to read more and apply on the Office of the Children's Guardian website.

Enter your Working With Children Check details below

Your information will be handled in accordance with our [Privacy Policy](#).

If you are unable to meet the requirement “I have not been charged or convicted of any criminal offence (in Australia or overseas) involving a child”, please do not continue completing the form.

Speak directly with the Principal at your school/s who will be able to assist you with the next steps.

### Volunteer Undertaking

Read each declaration and select each box to make your declaration

I have read and understood the Agreed Undertaking and will abide by the expectations outlined.

I have not been charged or convicted of any criminal offence (in Australia or overseas) involving a child (person under the age of 18 years).  
If you are unable to meet this requirement, please do not continue with completing this form and speak directly to the Principal/Director/Manager who will assist you with the next steps

I understand that my work as a volunteer remains subject to the approval of the Principal, Director or Manager.

Once “Submitted”, the system will generate an automated email to acknowledge the submission of your Undertaking form and completion of the online training module.

A follow-up email will be sent to you within two business days to confirm the status of your submission.

### Building Child Safe Communities Undertaking Complete

Dear John Smith,

You have successfully submitted the following Building Child Safe Communities Undertaking:

Response ID: R\_7P6DOGZ82j0255n

**BCSC Status: Submitted**

If your BCSC status is **Declined**, you may need to provide further information. Please refer to the **Reason** comments.

If your WWCC number was invalid, you will need to resubmit the Undertaking form and training module again.

Building Child Safe Communities Portal Development

Dear Bob Down,

The following Building Child Safe Communities Undertaking has been declined:

**BCSC Number:** BCSC-2001665V  
**BCSC Type:** Volunteer  
**Location(s):** Aengus Kavanagh Centre  
**WWCC Exempt:** No

**BCSC Status: Declined**  
**Reason:** Invalid WWCC number

If you wish to proceed, you will be required to submit a new undertaking with the relevant corrections.

[Click here to read more about Building Child Safe Communities](#)

If you have any questions please reply to this email and CEDP Safeguarding will respond to you shortly.

Kind Regards,  
Building Child Safe Communities Portal

If your BCSC status is **Approved**, you may commence services to your nominated school/s or CEDP site/s.

During every visit, please sign in and out as a visitor to the site and ensure that you provide your BCSC number to reception staff.

Your BCSC status will be valid for two years or until your WWCC expires (*whichever is sooner*), at which time you will receive an automatic reminder email (to the original email address you provided) to complete the Undertaking form and training module again.

Building Child Safe Communities Portal Development

Dear Harold Helpful,

The following Building Child Safe Communities Undertaking has been approved:

**BCSC Number:** BCSC-2001676V  
**BCSC Type:** Volunteer  
**Location(s):** Swimming Carnival; Sports Carnival  
**WWCC Exempt:** No

**BCSC Status: Approved**

Please ensure you provide your BCSC Number to the location(s) where you will be providing services.

Please take note of the expiry date, as you will be required to renew the undertaking in the lead up to the expiry date. An email reminder will be sent to you one month before the expiry date.

[Click here to read more about Building Child Safe Communities](#)

If you have any questions please reply to this email and CEDP Safeguarding will respond to you shortly.

Kind Regards,  
Building Child Safe Communities Portal

If you have any questions, please contact the Safeguarding Team who will be happy to assist.

✉ [safeguarding@parra.catholic.edu](mailto:safeguarding@parra.catholic.edu)