



Snug Primary School

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23rd May 2016

Volunteers and Employees of the Department of Education

If you volunteer at this school, you will be required to register for "Registration to Work with Vulnerable People". **This will be mandatory by 1 September 2016.**

In July 2014 the *Registration to Work with Vulnerable People Act 2013* commenced in Tasmania.

This registration aims to significantly improve safeguards to help keep children safe from harm.

Under the new legislation:

- Employees and volunteers must apply for their own Working with Vulnerable People Registration (RWVP) once every three years.
- Employers can check a person is registered using the Tasmanian Department of Justice (DoJ) website at the link below.
- The same RWVP will apply to everyone – employees, self-employed people and volunteers.
- There are two forms of Registration they are Volunteer Class and Employment/Volunteer class registration. This second class allows a person to both work and volunteer with children.
- Everyone with registration will be continuously monitored for serious offences.

Click here to view Department of Justice website http://www.justice.tas.gov.au/working_with_children

It is extremely important that staff and volunteers are registered and that their school, or business unit is recorded against the registrant. This information is used to communicate decisions about the suitability of people to work with children. This information can be checked and recorded using the DoJ website using the registrant's registration number and surname.

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HOW DO I APPLY FOR RWVP?

1. Complete the online application form. This is available from the website below. **It is critical that you choose Department of Education from the drop down box. DO NOT PAY**
2. Print the 'application receipt' which is generated when the application has been completed in full (if you do not have access to a printer, record the reference number and take that to a *Service Tasmania Shop*).
3. Take the 'application Receipt' to a *Service Tasmania Shop*, have your photo taken and have your identity confirmed. You will need to satisfy the identity requirements. A driver's licence will do this if it displays your correct name and address. Advise the staff that you are a volunteer with DoE and ask for a deferred payment. **DO NOT PAY**. The bill will be sent to DoE.
4. The Tasmanian Department of Justice will assess and process applications and issue the Assessment Notice and Working with Vulnerable People Registration card directly to the applicant.

On line http://www.justice.tas.gov.au/working_with_children

Generally applicants will receive their results within six weeks of completing the application process. There may be delays, however, depending on the applicant's personal information.