



## Collinsvale Primary School

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## Apply for registration of working/volunteering with vulnerable people white card

If you volunteer at Collinsvale Primary School, you will be required to register. This became mandatory from 1 September 2016.

Go to [www.justice.tas.gov.au](http://www.justice.tas.gov.au) and click on the **middle link** in the **purple box** 'Working with children'

If you have an **existing** registration please log in to your [My Registration](#) (link is on working with children page) to renew, upgrade or check the status of your application. **Do not start a new application.**

### Before you start your application

You will need to have the following information ready:

- your previous names and/or alias
- an email address and/or mobile number
- the address of every place you have lived over the last five years (including dates you lived at the addresses)
- your drivers licence number and expiry date (if you want to use this as proof of identity)
- details for each organisation you will be working or volunteering for including the name, address, contact person, phone number and email address
- if you have lived outside of Australia for 1 year or more, you will need to provide dates
- details of any overseas offence history
- details of any family violence orders, restraint orders, apprehended violence orders (taken out against you)
- details of any child protection orders you have been involved in.

### How to apply

1. Complete the online application form
  - if you get paid for your role, select **Employment/Volunteer**
  - if you are a volunteer and do not get paid, receive material benefit or reward, select **Volunteer**
2. print the application receipt or write down your reference number
3. pay the application fee (online by credit card or at Service Tasmania)
4. visit [Service Tasmania \(external link\)](#) to:
  - provide proof of identity
  - have your photo taken
  - pay the application fee if you haven't already paid online.
  - accept the Terms and Conditions if someone filled out the form on your behalf

**More info on back page**

Your application will not begin processing until you have completed the steps above. Please note that the application fee is non-refundable.

## **After you lodge your application**

Make sure you follow the steps above. Your application won't be processed until you have completed all steps.

If you fill out the form and do not complete all of the steps listed above, your application will expire after 56 days.

## **Examples of activities that would require a RWVP**

- an off school campus excursion with parent/s attending
- parent/s reading with children in the classroom
- parent/s gardening with children in small groups
- parent/s cooking with a small group of children or helping out in the canteen
- parent/s actively engaging in supervisory aspects of a walkathon/ swimming event/sports days

## **Examples of activities that would not require a RWVP**

- parent/s attending a whole school event (including a whole school LIFT event)
- parent/s attending a whole school assembly
- parent/s attending school to watch a school play
- Parent/s attending a walkathon/ swimming event/sports days as spectators only
- parent/s attending school to hear a guest speaker or the principal speak.