

APPLICATION FOR A CATEGORY 5 CONTRACTOR TO PROVIDE SERVICES TO A STUDENT IN A DIOCESAN SCHOOL

1. Details of responsible adult and student			
1.1 Responsible adult's name			
1.2 Mobile		1.3 Email	
1.4 Relationship to student			
1.5 Student's name			
1.6 Grade			
1.7 Class teacher			
2. Details of category 5 contractor and requested access			
2.1 Contractor's name			
2.2 Trading or company name			
2.3 Address			
2.4 Mobile		2.5 Email	
2.6 Contracted service to be provided			
2.7 Frequency / duration	☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Weekly ☐ Fortnightly ☐ Monthly Other: Start time for service: Duration of service:		
2.8 Start date of service		2.9 Review / end date of service	

3. Declaration and consent for the contractor to provide the contracted service to my child

I, _____ am the responsible adult
Name of parent / guardian
making this application for a third-party contractor to provide a service in St Therese's Primary
School

By signing this document, I:

- State that I have used reasonable care to ascertain that the Contractor has the appropriate qualifications, licences, certifications and professional memberships necessary to provide the contracted service to my child, as listed in section 2.6 of this application.
- State that I have used reasonable care to ascertain that the Contractor holds public liability insurance.
- Consent for the Contractor to have unsupervised access to my child for the purposes of conducting the contracted service.

I confirm that I have advised the Contractor that:

- Prior to being given access to the School, the Contractor must show their current WWCC status, using the *Service NSW* application. Being unable or refusing to do so will result in the Contractor being refused entry.
- The Contractor will be required to complete a *Safeguarding Commitment for Contractors Working with the Diocese of Maitland-Newcastle* form and submit it to the School.
- The contractor is granted access to the School for the singular purpose of providing my child the contracted service and should minimise contact with any other child.
- He/she will consult with my child's class teacher or the School leadership about any relevant information that the Contractor may have in relation to my child and will share information about my child.

Signed:

Date: _____