

22 September 2020

Dear Parents/Carers

## **Building Child Safe Communities - Volunteer Undertaking**

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, coaching/managing sporting teams and supporting other extra-curricular activities, assisting on excursions, participating in activities as part of the Parent Group 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. Many parents will already be familiar with the online Building Child Safe Communities (BCSC) volunteer undertaking and training. 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.

CEDP has launched a new Building Child Safe Communities form and online training module that all volunteers are required to complete. Completion of the new module will generate a unique BCSC number that needs to be supplied to the school. From 1st October 2020 all volunteers must have a current BCSC number in order to assist in any capacity within the school. Approvals granted via the previous online module will cease to be valid on 30 September 2020.

Once the COVID-19 restrictions ease appropriately, we will be permitted to invite parents back into the school to resume helping in the usual ways. Parents are encouraged to complete the training and undertaking now in readiness for this and complete and return the attached form to advise the school of your BCSC number. Please note that a BCSC number is not the same as Working With Children (WWC) number. As a parent / grandparent / guardian volunteering in your own child's school you are not required to have a WWC number. This has not changed.

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 in two years. 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.

Access to and 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,  
Mr Steven Jones  
Principal