



Office of the  
Children's Guardian

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ARH

REDACTED

Dear Mr ARH

### Request for further information

I refer to your application for a Working with Children Check application no. APP0113398. As you know, we have identified records in this check that require a risk assessment.

The assessment will be based on the details of your records and any additional information you and your referees provide. I have attached an extract of the legislation which outlines factors that may be taken into account when conducting a risk assessment.

In our telephone conversation on 9 September, you indicated that you are willing to provide further information to the Office of the Children's Guardian to support your assessment.

You may wish to make a written submission regarding the matters under consideration and provide current written references and professional reports.

Independent references can assist in understanding your relevant records and your circumstances since that time. The best people to provide these references are professionals who became involved following the records and employers who have supervised your contact with children in the workplace. Evidence that you have successfully completed relevant training, education or treatment programs will also be considered.

Your references should be based on, but not limited to:

- Any remedial action you have taken (for example, therapy or personal / professional development)
- Any mitigating or extenuating factors (such as alcohol and drug use, emotional state, relationship difficulties, recent family changes, access to and use of support from family and friends)

We require your referees to be independent of you (not family or friends) and for them to understand the purpose of the reference. This means that your referees should be aware of the relevant record and the fact that you are now seeking child-related employment. To assist you in obtaining these references, we have attached two templates that you can provide to your referees: one is for professionals and the other is for work or personal referees.

To complete the risk assessment, it is requested that your submission and references should be provided to us within 15 working days of the date of this letter. You or your referees can fax references to us on secure fax number (02) 9286 7290 or send via email to:

[WVCCAssessment@kids.nsw.gov.au](mailto:WVCCAssessment@kids.nsw.gov.au)

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## Office of the Children's Guardian

You should let us know as soon as possible if you decide not to make a submission and provide referee reports. If so, your risk assessment will be finalised without this information. Please note that if you do not provide relevant submissions to support your risk assessment, we may be unable to issue a clearance to work with children.

If you require any further assistance or wish to discuss the risk assessment process, please contact me on (02) 9286 7261.

Yours sincerely

Andrew Mills

Risk Assessor

Working with Children Check Operations

9 September 2013

### Extract from the Child Protection (Working with Children) Act 2012

In conducting an assessment, Division 3 Section 15 provides for the Children's Guardian to consider the following:

- the seriousness of any matters that caused the assessment in relation to the person
- the period of time since those matters occurred and the conduct of the person since they occurred
- the age of the person at the time the matters occurred
- the age of each victim of any relevant offence or conduct at the time it occurred and any matters relating to the vulnerability of the victim
- the difference in age between the victim and the person and the relationship (if any) between the victim and the person
- whether the person knew, or could reasonably have known, that the victim was a child
- the person's present age
- the seriousness of the person's total criminal record and the conduct of the person since the matters occurred
- the likelihood of any repetition by the person of the offences or conduct or any other matters that caused the assessment and the impact on children of any such repetition
- any information given in, or in relation to, the application
- any other matters that the Children's Guardian considers necessary.