

From: Howarth, Kerrie [HowarthK@knox.nsw.edu.au]
Sent: Friday, 16 August 2013 3:54 PM
To: Clare Morrissey
Subject: RE: Clarification on two situations concerning the type of clearance

Thanks Clare.

From: Clare Morrissey [<mailto:CMorrissey@aisnsw.edu.au>]
Sent: Friday, 16 August 2013 3:19 PM
To: Howarth, Kerrie
Subject: RE: Clarification on two situations concerning the type of clearance

Hi Kerrie,

Please see response to your questions below.

Kind regards,
Clare

From: Howarth, Kerrie [<mailto:HowarthK@knox.nsw.edu.au>]
Sent: Friday, 16 August 2013 2:18 PM
To: Clare Morrissey
Subject: Clarification on two situations concerning the type of clearance

Dear Clare,

Could you please advise me what the procedure we should follow in the following instances. Paul Brown the Deputy Headmaster, Professional Learning & Compliance has requested this information.

1. Billeting of Students.
If our students are billeted as part of a tour (sports or music) does the host family have to have a check and what type?
If our families are the host family do our parents need to have a check done and what type?
A working with children check will only be required if the home stay arrangement is for 3 weeks or more.
2. If we have a parent who volunteers to drive some students to a school event, e.g. Debating / sport. Does this parent need to be screened and once again if so and what type.
Parent volunteers are not required to get a working with children check. Parents who are volunteering in their child's school fall within the exemptions.

I look forward to your advice on these questions.

Kind regards,
Kerrie

Kerrie Howarth

PA to The Deputy Headmaster, Professional Learning & Compliance K-12 | **Knox Grammar School**

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