



Mr ARH  
 REDACTED

Dear Mr ARH

**Working With Children Check Application No: APP0113398**

**Notice of Proposed Refusal of Application**  
 Under Section 19 *Child Protection (Working with Children) Act 2012*

We refer to your application for a Working with Children Check Clearance. Our letter of 09/09/2013 advised that we have identified records that require a risk assessment.

As previously advised, your records which have triggered a risk assessment are:

Date of offence	Type of offence	Outcome
2004-2010	Workplace Record – Sexual Misconduct	Sustained

This is your final opportunity to provide information in response to concerns pertaining to your relationship with male students, or any other supporting documentation and references before a final decision is made. Attached to this notice are details of information you may wish to provide.

It is requested that you provide the information within 15 working days of the date of this letter. You may choose to provide the information on a Statutory Declaration.

All information can be sent via our secure fax number (02) 9286 7290 or send via email to: [WWCCAssessment@kidsguardian.nsw.gov.au](mailto:WWCCAssessment@kidsguardian.nsw.gov.au)

**If you do not respond to this request for information, the Children's Guardian may determine not to grant you a Working with Children Check Clearance. If you are refused a clearance, it will be a criminal offence for you to engage in child related work.**

You should let us know as soon as possible if you decide not to provide further information.

You have the option of withdrawing your Working with Children Check application by notice in writing.

If you require any further assistance or wish to discuss the risk assessment process, please contact Andrew Mills on (02) 9286 7283.

Yours sincerely



**Louise Coe**

**Director**

Working with Children Check Operations

Office of the Children's Guardian

18/6/2014

#### **A. Reference Information**

Independent references can assist in understanding your relevant record(s) and your circumstances since that time. The best people to provide these references are professionals who became involved following the specified records and employers who have supervised your contact with children in the workplace.

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 your relevant record(s) and the fact that you are now seeking child-related work. To assist you in obtaining these references, we have attached two templates that you can provide to your referees: one is for professionals who have provided counseling or treatment and the other is for work or personal referees.