

Responsible Persons Procedure – Yeshiva College Bondi

A key objective of Yeshiva College Bondi (College) is that the legal requirements and liabilities of each responsible person for the College is clearly defined and understood.

A responsible person for the College is:

- a) each Director
- b) each member of the board of management, and
- c) the Principal of the College.

At the beginning of each year every responsible person of the School will complete a responsible person's declaration which include but is not limited to the following items:

- a) they are not a 'disqualified person' who is no longer permitted to act as a Director;
- b) they are not bankrupt or insolvent;
- c) any refusal to register, or cancellation of registration of the School or any other school, during the previous five years, has not been largely attributable to their actions;
- d) they have not been convicted of an offence that is punishable by imprisonment for 12 months or more;
- e) they have not become mentally incapacitated and a patient at an institution because of that incapacity or a protected person under the *NSW Trustee and Guardian Act 2009*;
- f) they are not a 'disqualified person', as defined by the *Child Protection (Working with Children) Act 2012*, have being refused a Working with Children Check Clearance (Clearance), had a Clearance cancelled, subjected to an interim bar or a bar from working with children or subject to a risk assessment in accordance with the *Child Protection (Working with Children) Act 2012*; and
- g) they will declare any personal interest or conflict of interest in relation to their position as a responsible person for the School.

Together these are the Required Matters ("Required Matters").

In the event that any responsible person cannot give the necessary declaration of the Required Matters, the Chairperson (Chair) shall inform BOSTES within 14 days

At the beginning of each School Board meeting the Chair should ask all Board members and the Chair whether they have anything to declare as a responsible person for the School in relation to the Required Matters.

Yeshiva College Responsible Persons Declaration

In accordance with the *Education Act 1990* (NSW) as amended by the *Education Amendment (Not-for profit Non-Government School Funding) Act 2014* (NSW), I declare that:

1. I am not a 'disqualified person' who is no longer permitted to act as a director;
2. I am not bankrupt or insolvent;
3. Any refusal to register, or cancellation of registration of the School or any other school, during the previous 5 years, has not been largely attributable to my actions;
4. I have not been convicted of an offence that is punishable by imprisonment for 12 months or more;
5. I have not become mentally incapacitated and a patient at an institution because if the incapacity or a protected person under the *NSW Trustee and Guardian Act 2009*;
6. *I am not a 'disqualified person', as defined by the Child Protection (Working with Children) Act 2012, I have not been refused a Working with Children Check Clearance (Clearance), or had a Clearance cancelled, or subjected to an interim bar or a bar from working with children or subject, to the best of my knowledge, a risk assessment in accordance with the Child Protection (Working with Children) Act 2012; and*
7. *I will declare any personal interest or conflict of interest in relation to my position as a responsible person for the School.*
8. I shall keep confidential all Confidential Information and.
 - a. Use confidential information solely for the purpose of performing my role as a member of a responsible person or part of an advisory committee to the School; and
 - b. Disclose Confidential Information only:
 - i. To persons who are aware and agree that the Confidential Information must be kept confidential or have signed a Confidentiality Agreement with the school and either
 - Have a need to know (and only to the extent to which each has a need to know); or
 - Have been approved by the school; or
 - ii. That I am required by law to disclose.
9. I shall immediately notify the school of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.

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Signed

