This form is to be completed prior to the commencement of the contractor(s) engagement with a parish,

agency or entity.

|  |  |  |  |
| --- | --- | --- | --- |
| **Business contact person** | Name: | | |
| **Business** | Name:  Address: | ABN/ACN:  Phone:  Email: | |
| **Manager or supervisor**  **(if applicable)** | Name: | Phone: | |
| **Employee(s) working on site (if applicable)** | Name:  *(Add additional employees as required)* | | |
| **Purpose of engagement** |  | | |
| **Nature of engagement** | 🗆 One-off (e.g. emergency) | Date: | |
| 🗆 Short-term appointment | Start date:  End date: | |
| 🗆 Ongoing | Start date:  End date: | |
| 🗆 Other | Details: | |
| **Arrangements to support child safety** | Is the contractor likely to have contact with children and young people and/or access to family files and/or financial records?  🗆 Yes  🗆 No  If **Yes**, what steps have been taken to promote the safety of children and young people (and/or their information)?  🗆 Supervision of children and young people will be maintained while the  contractor is on-site.  🗆 Contractor has been provided with a copy of the Safeguarding Children  and Young People Policy to set clear child safety expectations.  🗆 The contractor has demonstrated that their organisation has a child  safety policy consistent with the requirements of the Victorian Child Safe  Standards (please attach).  🗆 The contractor (and employees) has a current WWCC (please list details  of Working Children Checks including expiry date and confirm that is  current).  🗆 The contractor (and employees) has a current WWCC which is linked with  the parish, agency or entity (please list details of Working Children Check  including expiry dates and confirm they are current).  🗆 The Contractor has been provided with a site child safety briefing.    🗆 The Contactor has been briefed about privacy and confidentiality of files  and records to ensure child safety.  🗆 Other - please describe additional child safety measures: | | |
| **Information entered by** | Name: | | Date: |
|  | Signature: | | |
| **Authorised by** | Name: | | Date: |
|  | Signature: | | |



Version 1: July 2019

Professional Standards Unit

psu@cam.org.au