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🗆 NoIf **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: |



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Professional Standards Unit

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