

Authorisation Letter

Approved Provider of Special Religious Education (SRE)/Special Education in Ethics (SEE)

Provider Details	
Approved Provider	
Approved Provider Website	
Religious Persuasion (If applicable)	
Church/Mosque/Temple (If applicable)	
Coordinator	
Contact Phone Number	
Email	
Name of Authorised Curriculum	
Curriculum Website	

Location Details	
School	
Principal	

I declare, as the coordinator for the Approved Provider, that:

1. The listed worker/s have been authorised to teach SRE/SEE and have completed the authorisation process in line with the department's SRE/SEE procedures and annual assurance process.
2. We will comply with all legislative requirements relating to the protection of children and young people from abuse and neglect, including the requirements for a valid and current Working With Children Check (WWCC) clearance for all workers (paid and unpaid) engaged in child-related work.

3. We have verified the Working With Children Check (WWCC) clearance number of all workers (paid and unpaid) listed below who are required to obtain the check.
4. We will undertake to update this advice with the information of any new workers (paid and unpaid) who become engaged by the organisation.
5. We will immediately notify the Department of Education if we receive advice from the Office of the Children's Guardian that one of our employees' WWCC clearance EXPIRES, has been CLOSED or becomes BARRED from working with children.
6. Authorised SRE/SEE workers on school sites will display their name and the name of the approved provider on a badge at all times.

I am aware that providing false or misleading information in this document may lead to the Department:

- withdrawing any offer of engagement that it has made to me or my approved provider; or
- terminating my engagement, or taking disciplinary action; and
- consider any false or misleading information I provide, when considering any future applications by me or my approved provider for engagement.

List of workers

First Name	Last Name	Date of Birth

Signature:	Date:
------------	-------

FOR OFFICE USE ONLY – To be completed by authorised DoE officer, or an authorised delegate of that officer. Authorised delegates checking the declaration and ID are identified in the Department’s Working With Children Check (WWCC) Procedure.

A list of approved providers can be found on the Department’s Religion and Ethics website:
education.nsw.gov.au/religion-and-ethics

I, (name): _____

Position: SASS officer/other: _____ Location _____

Have checked and verified the following:

- The person has completed and signed this declaration form correctly
- I have checked the provider listed above is on the Department’s approved provider list
- I have conducted an NTBE check for each of the listed SRE/SEE workers by using the Person Search option in eCPC
- All workers listed are NOT included in the NTBE database
- The name of the approved provider is included on the SRE & SEE participation letter
- The name of the approved provided has been included on the Religion & Ethics page on the school’s website

Signature:	Date:
------------	-------

Persons to complete this declaration

This declaration must be completed by **Approved Special Religious Education (SRE)/Special Education in Ethics (SEE) Providers** seeking engagement with the Department of Education (the Department) where all workers are **required to hold a Working With Children Check (WWCC) clearance** under the Child Protection (Working with Children) Regulation 2013. See the Department's [Working with Children Check Procedure](#) for more details.

Child related workers are workers who are ordinarily involved in **direct contact with children**. The Department may also deem work child-related if the worker will have access to children's information that may be of a personal nature, or if the worker will offer continued, personal support to vulnerable children.

The Approved Provider must provide the school/workplace with this completed declaration form, and all listed workers must show one form of Government-issued photo ID when signing into the school so their identity can be confirmed and matched to one of the named persons on this declaration.

Privacy Statement

The information collected on this declaration document and from identification documents you provide will be used by the Department to manage risk associated with its legal obligation to ensure the protection of children and young persons in its care and for purposes directly related to your engagement with the Department.

The Department will use this information to verify your identity and check the Department's business systems, including eCPC and the database of persons not to be employed, to ensure that there is no barrier to engaging the person.

All information you provide will be used, disclosed and stored consistent with the NSW privacy and other relevant law. The completed declaration form and a record of the eCPC check will be filed by the school/business area in secure storage for seven years from date of inactivity and then destroyed. You may request access to this information from the school or business centre at which it is held. The Department will not disclose the information to another agency or person unless required or authorised by law.

Identification documents are viewed to verify your identity and check details recorded on the declaration form and in eCPC. Any copy of these documents will be securely destroyed immediately after use.

Failure to provide information required to complete this declaration and identity check may result in declination of your request to be engaged as a worker.