



New Lambton Public School

Volunteers



Dear Volunteer

Thank you for your kind offer to assist as a Parent Helper.

DEC Risk Management procedures require that we must sight the following information before you are allowed to do so. You must fill out the Prohibited Employment Declaration form, which is available at the school office. Once you have provided these details and completed the required form they remain on record until your youngest child leaves New Lambton Public School. They are also used for other activities if required i.e. Debating, Chess, Sporting Events and Transporting Students etc. ***However, your driver's licence and vehicle registration papers must be sighted annually if transporting students.***

Could you please call to the school office and supply the following details:

1. Complete a Prohibited Employment Declaration form. To complete this form you are required to provide 100 points of ID. Please see attached list of acceptable ID.
2. Current drivers licence
3. Current vehicle registration papers

Organising teacher: