

Apply for registration of working/volunteering with vulnerable people white card (RWVP)

If you volunteer at Tasman District School, you will be required to register for a RWVP and it is recommended you also complete an online course *Mandatory Reporting Training*.

Go to [Registration to work with vulnerable people \(cbos.tas.gov.au\)](https://cbos.tas.gov.au) and follow the prompts.

If you are starting a **new application** please click on Applications  **Applications**
Apply for registration to work with vulnerable people

If you have an **existing** registration please log in to renew, upgrade or check the status of your application. **Do not start a new application.**  **My Registration**
Change details, change of class, pay fees, order a replacement card

Before you start your application

You will need to have the following information ready:

- your previous names and/or alias
- an email address and/or mobile number
- the address of every place you have lived over the last five years (including dates you lived at the addresses)
- your drivers license number and expiry date (if you want to use this as proof of identity)
- details for each organisation you will be working or volunteering for including the name, address, contact person, phone number and email address
- if you have lived outside of Australia for 1 year or more, you will need to provide dates
- details of any overseas offence history
- details of any family violence orders, restraint orders, apprehended violence orders (taken out against you)
- details of any child protection orders you have been involved in.

How to apply

1. Complete the online application form
 - if you get paid for your role, select **Employment/Volunteer**
 - if you are a volunteer and do not get paid, receive material benefit or reward, select **Volunteer**
2. print the application receipt or write down your reference number
3. pay the application fee (online by credit card or at Service Tasmania)
4. visit [Service Tasmania \(external link\)](#) to:
 - provide proof of identity
 - have your photo taken
 - pay the application fee if you haven't already paid online.
 - accept the Terms and Conditions if someone filled out the form on your behalf

Your application will not begin processing until you have completed the steps above. Please note that the application fee is non-refundable.

After you lodge your application

- Make sure you follow ALL the steps. Your application won't be processed until you do.
- If you fill out the form and do not complete all of the steps, your application will expire after 56 days.

Examples of activities that would require a RWVP

- an off school campus excursion with parent/s attending
- parent/s reading with children in the classroom
- parent/s gardening with children in small groups
- parent/s cooking with children or helping out in the canteen
- parent/s actively engaging in supervisory aspects of a walkathon/ swimming event/sports day

Examples of activities that would not require a RWVP

- parent/s attending a whole school event (including a whole school LIFT event)
- parent/s attending a whole school assembly
- parent/s attending school to watch a school play
- Parent/s attending a walkathon/ swimming event/sports days as spectators only
- parent/s attending school to hear a guest speaker or the principal speak

Once you have your RWVP card, please contact the school for details of the online course *Mandatory Reporting Training* which should be completed before you start volunteering. You must be signed up to this course by the school.

Whenever you visit the school, whether as a volunteer or as a visitor, you MUST sign into the office upon arrival and out of the office when you are departing the school.