**Confirmation - Working With Children Check (RUSU Clubs Suppliers/Performers/Partners)**

Thank you for engaging with (**\*insert club name\*)** and our programs.

RMIT University and (\***insert club name\*)** are committed to providing an environment safe for children, young people, and anyone under 18 years old. As such we require some specific actions and assurances from contractors, partners, and suppliers regarding Child Safety. Please complete and return this form before commencing your activity with (\***insert club name\*)**.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Supplier / Vendor task or activity** | | [Insert event or activity name and the services you will be providing e.g., food service via a truck. Please be detailed in your response] | | | | | | | | |
| **Supplier / Vendor / Business / Company name** | | [Insert name] | | | | **Contact phone** | | [Insert number] | | |
| **Contact email** | | [Insert email] | | | | | | | | |
| **Vendor ABN or ACN** | | [Insert number] | | | | | | | | |
| **Start date** | | [Insert date] | | | | **End date** | | | [Insert date] | |
| If your staff (you, your employees, contractors, representatives or other personnel) are physically attending RMIT property OR if they may interact with RMIT students or under 18s, RMIT requires them to have a valid, current [**Working With Children Check**](https://www.workingwithchildren.vic.gov.au/) (unless otherwise exempt), and you and they must comply with RMIT’s [Child Safe Policy](https://policies.rmit.edu.au/document/view.php?id=213) and [Child Safe Code of Conduct](https://policies.rmit.edu.au/document/view.php?id=249). | | | | | | | | | | |
| For those staff attending RMIT University property or who may interact with RMIT students or under 18s **you confirm** that you will comply with the following:  Those staff are over the age of 18 years old (unless pre -arranged and approved by (\***insert club name\*)** in writing).  Those staff must have a current Working with Children Check, which can be produced on request  Yourself and your staff/representatives have been made aware of the RMIT Child Safe [Code of Conduct](https://policies.rmit.edu.au/document/view.php?id=249), [Policy](https://policies.rmit.edu.au/document/view.php?id=213), and [Reporting Procedure](https://policies.rmit.edu.au/document/view.php?id=214) | | | | | | | | | | |
| **Signature** |  | | | | **Date signed** | | | | |  |
| By signing here, you acknowledge and agree to ensuring the above Child Safety and Working with Children measures will be followed.  **[insert club name] Internal use only** | | | | | | | | | | |
| **Club contact name** | [Insert name] | | | **Contact phone** | | | [Insert phone] | | | |
| **Club contact email** | [Insert email] | | | | | | | | | |
| **Main Location/s / Premises of Activity** | | | [Insert address and campus, e.g., Brunswick or Bundoora] | | | | | | | |