

CHECKLIST

New Account

- Email address
- Identity documentation such as a driver licence, passport or Medicare card

Existing Account

- MyServiceNSW login details – email address and password

Business information

- ABN*
- Business names*
- Director's name*
- Mobile number*
- Email address
- Website (if applicable)
- Child Safe Policy or completed Child Safe eLearning module provided by Office of the Children's Guardian

*Ensure that the details are as per the Australian Business Register

Businesses with 1- 5 staff working with children

For **all staff** who are over 18 years and working with children:

- Name
- Working With Children Check number and expiry date
- Date of Birth
- PDF document (resumé or bio) which details the skills, qualifications or experience related to the activity being delivered

Businesses with 6+ staff working with children

- Business registration number issued by the Office of the Children's Guardian (Number starts with REG followed by seven digits i.e. REGXXXXXXX)

Insurance

Certificate of Currency insurance (in PDF format). You can obtain a copy of this document from your insurer.

It needs to:

- Include a minimum public liability cover of \$10 million for low risk activities and \$20 million for high risk* activities
- List the activity/activities you are covered for i.e music lessons, dance, craft workshops

*Examples of high-risk activities include those which are water based, have physical contact, are dangerous, extreme (e.g. circus arts) or require specialised safety equipment.

Program Structure (activities on offer for Creative Kids vouchers only)

- Brief description outlining your structured, focussed program with the clear creative skill development outcomes you offer to students and a timetable of the program. (in PDF format)
- Fee Structure which details the cost for the activities on offer as described in your program document. (in PDF format)

Banking details (to receive funds)

- Bank account name, BSB and account number