

TAMWORTH TEENS 12-17

Practical ways to help local teenagers be heard, included, connected and informed.



HELP SHARE IT. HELP REACH THEM. HELP LISTEN SAFELY.

THE SHORT PITCH

Tamworth Teens 12-17 is an independent youth advocacy and engagement initiative. Community supporters can help by sharing approved posts, distributing survey materials with permission and directing people to official links. More involved roles may include approved fundraising, event outreach or youth-engagement content, but any adult role involving approaching, surveying, interviewing, filming or otherwise directly engaging teenagers requires a verified NSW Working with Children Check before the role starts.

CORE RULE

If an adult volunteer is approaching teenagers on behalf of Tamworth Teens, a verified NSW Working with Children Check is required before they do it.

tamworthteens12to17@gmail.com | Tamworth, NSW

THREE WAYS TO HELP

You do not need to interview teenagers or collect money to make a useful contribution.

#	PATH	CONTACT	EXAMPLES	STATUS
1	COMMUNITY SUPPORTER	Low contact	Share approved Facebook/TikTok posts; invite local people to follow; like/comment/share genuinely; print and display approved QR survey posters where permission is given.	OPEN
2	APPROVED OUTREACH / FUNDRAISING VOLUNTEER	Moderate contact	Help distribute materials, attend approved community locations or events, or assist with a specific fundraising activity under written instructions. WWCC required if the role includes approaching teenagers.	BY APPROVAL
3	YOUTH ENGAGEMENT / MEDIA CONTRIBUTOR	Direct youth contact	Potential future role: vox pops, youth interviews, event reviews, video capture and a regular weekend segment. Verified WWCC required before any teen approach or youth-facing activity.	EOI / APPROVAL

No volunteer is required to commit to a roster, minimum hours or continuing work. People may stop volunteering at any time. Approved out-of-pocket expenses may be reimbursed only where agreed in advance and supported by records.

WHY THE DISTINCTION MATTERS

Fair Work guidance says genuine volunteers are not employees, but the real substance of the arrangement matters. A regular roster, ongoing productive duties, strong control by a business or work that mainly benefits ordinary business operations can point towards employment. The safest approach is to keep genuine volunteering optional, flexible and community-purpose focused.

COMMUNITY SUPPORTER

The easiest and lowest-risk way to help. No fundraising, youth interviewing or access to private information.

SHARE APPROVED POSTS

Share Tamworth Teens Facebook posts or TikToks to relevant local groups, pages, friends or community networks where the group's rules allow it.

HELP CONTENT TRAVEL

Like, comment on and share posts genuinely. Do not create fake accounts, coordinated spam, paid engagement or misleading endorsements.

INVITE PEOPLE TO FOLLOW

Invite local parents, teens, services, businesses and community members who may genuinely be interested.

DISPLAY SURVEY POSTERS

Print the official Tamworth Teens QR survey posters and ask permission to place them in shops, community centres, noticeboards, youth services, sporting venues or other suitable locations.

KEEP MATERIAL CURRENT

Use only current approved posters and links. Remove outdated posters when asked or when a survey closes.

Do not: put posters on private property without permission; cover official signage; place material where prohibited; claim to represent Council; alter survey questions; collect names/contact details; or collect money unless separately approved.

APPROVED OUTREACH & FUNDRAISING

For adults who want to help more directly with community reach or a specific approved fundraising activity.

- **Outreach:** visit approved community venues, youth services, local businesses or events to ask whether current survey materials can be displayed.
- **Event presence:** help staff an approved information table, hand out QR cards or explain where people can find the official survey and website.
- **If the role includes approaching teenagers directly** to encourage participation, explain the survey or gather feedback, a verified NSW WWCC is required before the activity starts.
- **Fundraising:** only take part in a fundraising method that Tamworth Teens has specifically approved in writing. Do not invent or launch a fundraiser in the name of Tamworth Teens.
- **Money handling:** digital payment to the official payment link is preferred. Do not accept cash, use a personal bank account, run a raffle, sell goods, place a collection tin or solicit door-to-door unless that exact method has been approved and its legal/record-keeping requirements have been checked.
- **Permissions:** obtain the venue/property owner's permission where required. Public-place fundraising can also require Council or site approval.
- **Records:** report the date, place, activity and any money or property received exactly as instructed.

FUNDRAISING IS NOT 'GET DONATIONS SOMEHOW'

Volunteers should only use an approved method, approved wording and official payment pathway. NSW fundraising rules regulate public appeals, face-to-face collections, identification, permissions, disclosures, records and the handling of proceeds. Tamworth Teens will give written instructions for any approved fundraising activity.

YOUTH ENGAGEMENT & MEDIA

Any adult volunteer doing this role must hold a verified NSW WWCC before approaching teenagers.

POSSIBLE WEEKEND SEGMENT

Tamworth Teens: Street Say - a short recurring social segment asking simple non-sensitive questions such as: 'What is one thing Tamworth needs more of for teens?', 'What would get you out of the house on a Saturday night?', or 'What event would you actually pay attention to?'

- Attend approved public events or community locations and create short factual event reviews for Tamworth Teens.
- Capture general public-space footage where lawful and appropriate, while avoiding unnecessary identification of minors.
- Conduct short vox-pop style interviews using approved questions.
- Invite teenagers to complete the official survey rather than creating unofficial surveys or recording sensitive personal information.
- Interview youth-service representatives, event organisers or community organisations with their permission.
- Submit raw footage and notes for review. Volunteers do not have an automatic right to publish directly to Tamworth Teens accounts.
- A verified WWCC is required before any adult volunteer approaches teenagers, conducts interviews, records youth footage or otherwise participates in youth-facing field work.

NOT AN OPEN UNSUPERVISED ROLE

Because this work involves repeated face-to-face contact with people under 18, it is treated as child-related work for Tamworth Teens risk control purposes. Adult volunteers must not begin this role until Tamworth Teens has completed child-safe onboarding and verified a NSW Working with Children Check.

CHILD SAFETY & BOUNDARIES

The project is about hearing young people, not obtaining access to them.

- No private one-to-one meetings with a young person.
- No entering a young person's home, bedroom, hotel room or other private setting.
- No transporting a young person in a volunteer's vehicle.
- No alcohol or drugs while volunteering or immediately before volunteer activity.
- No sexualised, romantic, flirtatious or suggestive communication with a young person.
- No exchanging personal phone numbers or adding individual teens to personal social accounts for project contact.
- No secret or disappearing-message conversations with young people.
- No requests for home address, school timetable, live location, medical history, family-law information or other unnecessary sensitive details.
- No promises of confidentiality if a young person discloses a serious safety concern.
- No photographing or publishing an identifiable young person without the required consent process.
- No pressure. A young person can decline, stop an interview, withdraw from filming before publication or simply walk away.

WORK IN PUBLIC, WORK IN PAIRS

For any approved youth-engagement activity, the preferred operating rule is two screened adults in a public setting or an approved event environment. This reduces safety, misunderstanding and evidentiary risk for both young people and volunteers.

INTERVIEW & FILMING PROTOCOL

A safe publication standard, not merely a question of whether filming in a public place might technically be lawful.

1. EXPLAIN

Say who you are volunteering with, what the content is for, where it may be posted and that participation is optional.

2. CHECK AGE

If the person may be under 18, treat them as a minor unless age is established.

3. CHECK WWCC STATUS

No adult volunteer may approach or interview teenagers for Tamworth Teens unless their WWCC has already been verified by Tamworth Teens.

4. GET PERMISSION

For identifiable interview/photo/video content involving a person under 18, obtain the young person's agreement and the required parent/guardian consent before publication. If consent cannot be obtained, do not publish them identifiably.

5. USE APPROVED QUESTIONS

Keep questions about activities, events, spaces, opportunities and community opinions. Do not seek trauma stories, health histories, allegations, sexual information or family disputes.

6. RECORD MINIMALLY

Do not capture school badges, addresses, number plates, private messages or other personal identifiers unnecessarily.

7. REVIEW BEFORE POSTING

Check faces, background information, audio, captions, factual claims and consent records before content is approved for publication.

DISCLOSURES, COMPLAINTS & INCIDENTS

Volunteers are not counsellors or investigators.

- **Do not investigate.** Listen enough to understand whether there is a safety concern, but do not press for a detailed account for content.
- **Do not publish it.** A disclosure of abuse, self-harm, violence, exploitation or serious personal risk is not social-media material.
- **Record only what is necessary** for the safety/incident process and keep it private.
- **Escalate promptly** to the designated Tamworth Teens contact and follow any applicable mandatory-reporting, emergency or child-protection requirements.
- **Complaints about a volunteer** are taken seriously. A volunteer may be stood down from youth contact while a concern is assessed.
- **Immediate danger** should be dealt with through the appropriate emergency response, not through a social-media post or volunteer discussion.

CONTACT

Project email: tamworthteens12to17@gmail.com

Use subject: **PRIVATE - Volunteer / Child Safety Concern**. Do not include unnecessary sensitive details in ordinary email.

CONTENT & EDITORIAL STANDARDS

Volunteers can contribute ideas and footage; publication remains an editorial decision.

ACCURACY

Do not invent quotes, ages, survey results, attendance numbers, Council claims or event details. If uncertain, say so in notes.

NO IMPERSONATION

Never imply that Tamworth Teens is Tamworth Regional Council, a school, a government agency or an official representative body.

NO PUBLIC SHAMING

Do not bait, ridicule, diagnose or single out an identifiable teen, parent, worker, councillor, business or service for engagement.

NO POLITICAL CAMPAIGNING

The project may discuss policy and public decisions but volunteers must not use Tamworth Teens to campaign for or against a political party or candidate.

COPYRIGHT

Only submit footage, images, music or graphics you created or are authorised to provide. Do not download other creators' videos and re-upload them as ours.

SPONSORS

Do not promise sponsorship benefits, discounts, placement or endorsements. Sponsorship is handled through the formal sponsorship process.

VOLUNTEER CODE OF CONDUCT

Respectful, safe, factual and easy to stop.

- Act respectfully towards young people, families, Council staff, businesses, services, sponsors, donors and other volunteers.
- Follow approved role boundaries and instructions relevant to the activity you choose to undertake.
- Do not represent personal opinions as official Tamworth Teens findings.
- Protect passwords, unpublished survey data, private contact details and consent records.
- Disclose any material conflict of interest relevant to content, sponsors, political activity or organisations being reviewed.
- Do not use the Tamworth Teens name or logo for an independent event, fundraiser, page, group or account without approval.
- Do not make purchases or financial commitments expecting reimbursement unless pre-approved.
- Return or delete project records, access credentials and unpublished material when asked or when volunteering ends.
- You may stop volunteering at any time. Tamworth Teens may also end a volunteer arrangement or restrict particular activities for safety, legal, reputational or operational reasons.

VOLUNTEERING IS OPTIONAL

There is no guaranteed number of hours, no required ongoing roster and no promise of paid employment. A role should be reviewed if in practice it becomes regular, controlled productive work resembling employment.

ONBOARDING BY ROLE

The higher the contact with young people or money, the stronger the checks.

Requirement	Level 1	Level 2	Level 3
Basic application / contact	Optional	Yes	Yes
Code of Conduct	Read	Accept	Sign
Child-safe induction	Not usually	If youth contact	Required
WWCC role assessment	No direct youth role	Required if approaching teens	Required
WWCC verification	No	Required before any teen approach	Required before role starts
Fundraising instructions	No fundraising	Required if fundraising	Only if separately approved
Media/consent training	No	If filming	Required
Direct account access	No	No	Normally no
Minimum age	Community activity	18+ preferred	18+ only

WWCC

NSW requires a Working with Children Check for adults in child-related work. For Tamworth Teens, any adult volunteer role involving approaching, interviewing, surveying, filming or otherwise directly engaging teenagers is treated as requiring a verified WWCC before the activity starts. Tamworth Teens should verify the volunteer's clearance online and keep the required records. A separate National Police Check is not currently a standard requirement for these roles.

VOLUNTEER APPLICATION

Complete only the sections relevant to what you want to help with.

Full name: _____

Preferred name: _____ Age: _____

Email: _____

Phone: _____

Suburb / area: _____

I am interested in: ☐ Level 1 community support ☐ Level 2 outreach/fundraising ☐ Level 3 youth/media

Skills or experience (optional): _____

Languages / accessibility skills / community links (optional): _____

For any role that may involve approaching teenagers, a verified NSW WWCC is required before the role starts.

Do you currently hold a NSW WWCC? ☐ Yes ☐ No ☐ Unsure

If yes, details will be requested securely for verification if the role requires it.

Why would you like to help Tamworth Teens? _____

Anything we should know to make volunteering safe or accessible for you? _____

Do not put medical details, identity documents or WWCC numbers on a publicly shared copy of this form. Sensitive verification details should be provided only through the instructed private process.

VOLUNTEER AGREEMENT

For approved Level 2 and Level 3 roles. This records boundaries; it does not create an employment relationship.

- ☐ I am volunteering freely and do not expect wages or guaranteed paid work.
- ☐ I am not required to accept shifts, assignments or ongoing hours and may stop volunteering.
- ☐ I will follow the role boundaries, child-safety rules, consent process and content standards in this package.
- ☐ I understand that if my role involves approaching teenagers, a verified NSW WWCC is required before I start that activity.
- ☐ I will not independently raise money, create a fundraiser or solicit donations in the Tamworth Teens name without written approval.
- ☐ I will not publish identifiable minors through Tamworth Teens without the required consent and approval process.
- ☐ I will not contact individual young people privately through personal accounts for project purposes.
- ☐ I will protect private information, unpublished content, passwords and consent records.
- ☐ I will disclose relevant conflicts of interest.
- ☐ I understand that approval for one activity does not authorise other activities.
- ☐ I understand that volunteer participation can be ended or restricted for safety, legal, reputational or operational reasons.

Volunteer name: _____

Signature: _____ Date: _____

Tamworth Teens approval: _____

Approved role / limits: _____

FIELD CHECKLIST

A short reminder for approved outreach, event and youth-engagement activities.

BEFORE

- ☐ Is this activity approved?
- ☐ Do I have the correct current QR/poster/material?
- ☐ Do I have venue/property permission where needed?
- ☐ If youth contact is involved, has my WWCC been verified and have consent arrangements been explained?
- ☐ Am I working with the required second adult?

DURING

- ☐ Introduce the project accurately.
- ☐ Do not pressure anyone to participate or donate.
- ☐ Do not collect unnecessary personal information.
- ☐ Use only approved questions and fundraising wording.
- ☐ Keep money and records exactly as instructed.
- ☐ Stop filming if someone withdraws or appears uncomfortable.

BEFORE PUBLISHING / HANDOVER

- ☐ Check consent for every identifiable minor.
- ☐ Check background for addresses, school details, number plates or private information.
- ☐ Record who/where/when and any limitations.
- ☐ Send raw material through the approved channel; do not publish from a personal account as Tamworth Teens.
- ☐ Report any incident, complaint or disclosure privately.

REFERENCE NOTES & LIMITATIONS

Checked 19 August 2026. These references explain why the safeguards in this package exist.

NSW Government - Authority to fundraise in NSW

Small fundraisers can operate without an authority where gross annual fundraising is \$15,000 or less, no remuneration is received for conducting appeals other than lawful/proper expenses, and only volunteers participate.

NSW Government - Conducting a fundraising appeal

Covers face-to-face fundraising, public identification, permissions, disclosures, records and the handling of proceeds.

NSW Government - Key responsibilities / record keeping

Fundraising income/expenditure records must be retained for seven years; records of people involved and fundraising activities must also be maintained.

NSW Office of the Children's Guardian - Who needs a Check

WWCC can apply to voluntary child-related work where services are provided to under-18s and face-to-face contact is usual and more than incidental.

NSW Office of the Children's Guardian - Child Safe Standards

Recommends child-safe governance, codes of conduct, safe online/physical environments, training, complaint processes and policies.

Fair Work Ombudsman - Unpaid work / volunteering

Whether someone is genuinely a volunteer depends on the real arrangement. Regular controlled productive work can indicate an employment relationship.

LEGAL LIMITATION

This package is a practical risk-control framework, not personal legal advice. The exact obligations can change depending on how the project is structured, the volunteer's age, the nature of the role, whether child-related work is involved, the fundraising method and whether the arrangement in practice resembles employment. Higher-contact or regular productive roles should be reviewed before launch.

Key official sources: nsw.gov.au/money-and-taxes/charitable-fundraising | ocg.nsw.gov.au | fairwork.gov.au