



A registration fee of \$50 (non-refundable) must accompany the Application for Enrolment. Cheque to be made payable to Sacred Heart Parish School. Full EFTPOS available.

*The Application for Enrolment does not constitute an offer of a place.*

Copies of Child's Birth, Baptism, Immunisation and any Court Orders or related information regarding the custody of your child must accompany this form (\*\*Enrolments other than Prep must submit a recent copy of the student's School Report.\*\*)

### APPLICATION FOR ENROLMENT

\*\*\*PLEASE COMPLETE ALL UNSHADED AREAS\*\*\*

PLEASE PRINT CLEARLY

Family Mailing Details	
Family Surname:	Mail to [eg Mr & Mrs Smith]
Address:	Suburb/City: Post Code:
Family Phone Number:	Other Phone:
Email:	
Current Parish of Residence:	<b>Office Use Only:</b>
VSN (Victorian Student Number):	OOP
Or tick NEW(if Prep or new to Victoria): <input type="checkbox"/>	VSN Check
Student Details	
First Name:	Proposed start Year or Date:
Middle Name:	1 <sup>st</sup> Australian School Year (eg: 2001):
Surname:	Name of previous school: (If already started school)
Preferred Name:	Previous School Year Level:
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female (please tick one)	Religion:
Date of Birth: / /	Nationality:
Country of Birth:	Does the student speak a language(s) other than English at home? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input checked="" type="checkbox"/> Please List Below:
Name of Kinder/Pre-School/Day Care: (If enrolling to start school)	1. 2.
I/We give permission for the school to contact previous School or Kinder/Pre-School/Day care: Yes: <input type="checkbox"/> No: <input type="checkbox"/> Signed: _____ (Father/Carer) Signed: _____ (Mother/Carer)	
<b>Indigenous Identifier</b> Aboriginal \ Torres Strait Islander: Yes <input type="checkbox"/> No <input type="checkbox"/> (If Yes, please tick <input checked="" type="checkbox"/> one below) <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both Aboriginal & Torres Strait Islander	
<b>Visa Student:</b> Is the Student a Visa Student? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Residence Status: <input type="checkbox"/> Permanent <input type="checkbox"/> Non Permanent <input type="checkbox"/> Refugee	Visa Sub Class
Date of Arrival in Australia	Visa Number
Passport Number	Visa Expiry Date

Medical Details (Attach additional sheet if needed)	
Doctor's Name:	Phone Number:
Student's Medicare Number:	<b>Date of Last Tetanus Injection/Booster:</b>
<b>Allergies / Medical Alert</b>	Please specify <b>any allergies/ medical alerts</b> relating to the student applying for enrolment (eg. Allergies to nuts, penicillin, bee stings etc; asthma management etc). Any students with allergies must provide an Allergy Action Plan or Anaphylactic Action Plan that has been completed and signed by a Doctor.
Type of Allergy :	
<b>Immunisations</b>	Has the Immunisation Certificate been submitted? Yes <input type="checkbox"/> No <input type="checkbox"/> Conscientious Objection Form <input type="checkbox"/>

### Additional Needs

This application gives you the opportunity to provide information that will facilitate the smooth transition of your child into our school. It will assist the school to develop appropriate strategies to meet the particular needs of your child. If the information provided is incomplete or misleading, any decision made as to this enrolment may be revised.

#### Does your child have:

Autism		Behavioural Disorders		Hearing Impairment	
Intellectual Disability		Language Disorder		Acquired Brain Injury	
ADD/ADHD		Vision Impairment		Physical Disability	
Giftedness		Mental Health Issues		Other (Please specify):	

#### Has your child ever seen a (please tick):

Behavioural Optometrist		Audiologist		Occupational Therapist	
Educational Psychologist		Paediatrician		Other Specialist	
Psychologist		Speech Pathologist			

### Sacramental Details

Sacrament	Date Received	Parish Received	Copy of Certificate supplied
Baptism			YES or NO
Reconciliation			YES or NO
Eucharist			YES or NO
Confirmation			YES or NO

### Contact Details

Details	Father/Carer <b>**Residing at Same Address**</b>	Mother/Carer <b>**Residing at Same Address**</b>
Title:		
First Name:		
Surname:		
Relationship:		
Home Phone Number:		
Mobile:		
Work Phone Number:		
Employer:		
Occupation:		
Occupational Group <i>(Refer to last page "Parental Occupation Definitions" – important for funding)</i>	Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/>	Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/>
Highest Year of School Education:	Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below <input type="checkbox"/>	Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below <input type="checkbox"/>
Level of Highest Qualification:	Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (incl trade cert) <input type="checkbox"/> No non-school qualification <input type="checkbox"/>	Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (incl trade cert) <input type="checkbox"/> No non-school qualification <input type="checkbox"/>
Do you speak a language(s) other than English at home?:	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input checked="" type="checkbox"/> Please list below: 1. _____ 2. _____	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input checked="" type="checkbox"/> Please list below: 1. _____ 2. _____
Country of Birth:		
Nationality:		
Religion:		
<b>SIGNATURES:</b>	_____	_____

Contact Details		
Details	Non Residential Parent **(if applicable)**	Emergency Contact
	Please only complete if there is a Parent who does not reside at the Student's Home Address	Please nominate a person <b>other than a parent, who lives in close vicinity</b> and may be contacted in the event of an emergency, if parents cannot be contacted
Title		
First Name		
Surname		
Address - Street		
Suburb & Post Code		
Home Phone No.		
Business Phone No.		
Mobile Phone No.		
Relationship to Student		
Employer		N/A
Occupation		
Occupational Group <i>(Refer to last page "Parent Occupation Definitions")</i>	Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/>	
Highest Year of School Education:	Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below <input type="checkbox"/>	
Level of Highest Qualification	Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (incl trade cert) <input type="checkbox"/> No non-school qualification <input type="checkbox"/>	
Do you speak a language other than English at home?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input checked="" type="checkbox"/> Please Specify: 1. _____ 2. _____	
Country of Birth		
Nationality		
Religion		
<b>SIGNATURE</b>		
Are there any Family Court Orders/Parenting Plans that have been issued in relation to the enrolling student?	Yes <input type="checkbox"/> No <input type="checkbox"/> (If Yes Supporting documentation must be provided.)	N/A
<p><b>If any changes to a Family Court Order occur at any time while your child is enrolled at the school, this must be advised in <u>WRITING</u> as soon as possible complete with a copy of the updated court orders.</b></p>		

OFFICE USE ONLY	
<b>Date application received:</b> ..../..../....	<b>Baptism Cert:</b> Yes/No
<b>New Family:</b> Yes/No	<b>Birth Cert:</b> Yes/No
<b>Enrolment Fee Paid:</b> Yes/No	<b>Imm. Cert:</b> Complete Incomplete Not received
<b>Visit Parish Priest confirmed:</b> ..../..../....	
<b>Out of Parish application:</b> Yes/No	<b>VSN:</b> NEW UNKNOWN
<b>Clearance given:</b> ..../..../....	<b>NUMBER:</b> _____
<b>Authorised by:</b> .....	<b>FOLLOW UPS REQUIRED:</b>

**AGREEMENT (MUST BE COMPLETED FOR APPLICATION TO BE PROCESSED)**

**Please read this page thoroughly, complete as appropriate and sign below – all enrolment forms must be signed by both parents or all custodial guardians before enrolment can be considered.**

1. **I/We acknowledge and understand that I/We have an obligation to pay the school fees and levies as issued annually. If I/We experience hardship and find paying such fees and levies difficult, I/We will make an appointment with the Principal to discuss a payment plan.**

Signed: \_\_\_\_\_ (Father/Carer)

Signed: \_\_\_\_\_ (Mother/Carer)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

2. **I/We have included copies of the following documents, information or requirements as stated with this application for enrolment (please tick appropriate boxes):**

- Birth Certificate
- Baptismal Certificate
- Citizenship/Visa documentation (where applicable)
- Most recent previous school reports and external test results (where applicable)
- Relevant Family Court Orders (where applicable)
- Relevant medical and/or special needs information including clinical/educational assessments (where applicable)
- Emergency contact details for a person other than the child's parents/guardians to be contacted in the event of an emergency when the school is unable to locate the parents/guardians (Page 3).
- Immunisation Certificate (This certificate is sent to you after completion of all school entry immunisation requirements – **please do not send copies of health care book**)
- I/we have included the enrolment fee of \$50.00 with this application for enrolment and I/We understand that this money **will not** be refundable if the application is unsuccessful. Foundation (Prep) places attract a \$400 holding fee for new families upon successful enrolment, which is deducted from the first year fees. Withdrawal after acceptance of offer will attract a 30% penalty.

3. **I/we understand that if this application is successful the information that I/we have provided must be kept up to date throughout the period of enrolment.**

4. **If this enrolment is accepted I/we agree to support our child's participation in the religious life of the school (eg Family masses, school liturgies, Sacraments and retreat programs).**

5. **If this enrolment application is successful I agree to honour the financial commitments required by the school as per the Schedule of Fees and Charges in any given year of enrolment.**

6. **I/we are not aware of any outstanding fees or charges, in relation to the student applying to enrol, that I/we are responsible for at another Catholic school.**

7. **MEDICAL AUTHORITY**

In the event of any illness, or accident, I accept responsibility and authorise the person in charge in obtaining of such medical assistance as my child may require, should the school not be able to contact either parent. I also authorise the doctor called to administer an anaesthetic if necessary. Following notification by the school, I will promptly attend any location to which my child may be taken for treatment.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

8. **INTENTION TO REMAIN AT SACRED HEART:** I/We intend to send our child/ren for their whole/remaining primary education (Please tick one):

YES

NO

UNSURE

I/We have read all of the information in the Enrolment Package and understand the policies that we will need to abide by should this enrolment application be successful. I/we understand that if any misleading information has been provided, or any omission of significant, relevant information made in this application for enrolment, acceptance will not be granted, or if discovered after acceptance the enrolment may be withdrawn.

SIGNED: \_\_\_\_\_ (Father/Carer)

and/ or \_\_\_\_\_ (Mother/Carer)

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please note:

- **Acceptance of this application for enrolment is subject to the approval of the Parish Priest and School Principal.**
- **Acceptance to this school does not constitute acceptance into any other Catholic school (primary or secondary).**

**Enrolment Agreement (Compulsory for enrolment acceptance)**

I / We as the person / persons responsible for the student, commit to fully supporting the school in its Vision to foster the children's growth in a catholic community. I / We will support the school's vision Statement and will encourage the student with the living out of its core values.

I /We accept and support the Behaviour and Uniform Policies. These support student management and are important for the safety and welfare of students.

I / We can accept all other school policies and procedures, including the School Fee and collection Policy. These have been formulated for the effective management of the school and support of students.

If this enrolment application is successful I agree to honour the financial commitments required by the school as per Schedule of Fees & Charges and understand that should difficulties arise in the payment of these, that it is my / our responsibility to approach the school to discuss options.

I / We understand that students will use computing resources connected to internet and that they will be required to accept conditions of use of this resource.

I / We accept that students will participate in external activities such as excursions, camps, and sporting activities as part of the educational program. I / We will support these activities by ensuring an appropriate response is provided to school communications in relation to these by the dates indicated in each request.

I / We consent to the school by its servants or agents seeking medical or dental advice on behalf of my child as it sees fit in the event of accident or illness and, if the opinion of attending medical or dental practitioner or medical officer, my child requires medical or dental attention or treatment including, but not limited to, the administration of anaesthetic, blood transfusion or the performance of any surgical operation, to such medical or dental practitioner or medical officer giving such attention or treatment. The consent is valid at all times while my child is in the custody of the school including, but not limited to, such times as my child is at school, is present at school camps or is attending or participating in an outing, excursion or function.

I / We understand that the school will take all reasonable care in the event of my child suffering accident or illness but that it will not be responsible for the costs of any medical or dental treatment administered to my child in such event nor will it be responsible directly or indirectly for any act or omission of any medical or dental practitioner or medical officer attending or treating my child.

(Select One)

I / We certify that my child **does not** to my knowledge suffer from any illness or disability which might interfere with or inhibit any medical or dental attention or treatment.

Give notice that my child **suffers from** the following illness or disabilities and / or takes medication which might interfere with or inhibit any medical or dental attention or treatment as noted in **Additional Needs**

I / We have fully and accurately disclosed any information required in the school's Enrolment Policy for the consideration in determining the enrolment of my child and understand that non-disclosure of the relevant information will make the application, offer of enrolment and acceptance invalid.

I / We consent to Sacred Heart Parish School contacting my / our child's previous school/s to access school records and my our child's classroom portfolio. (If applicable)

Signature..... Signature.....  
Father/Carer Mother/Carer

Print Name..... Print Name.....

Date..... Date.....

**PLEASE MAKE SURE A COPY OF THE MOST RECENT SEMESTER REPORT ACCOMPANIES THIS FORM (If applicable)**  
Admission will only be granted when all information is present.

**Parental Occupation Definition:**

**Parental Occupation** is defined as the **main** work undertaken by the parent/guardian.  
If a parent/guardian has more than one job, report their main job.

**Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals**

**Senior executive/manager/department head** in industry, commerce, media or other large organisation.

**Public service manager** (Section head or above), regional director, health/education/police/fire services administrator

**Other administrator** [school principal, faculty head/dean, library/museum/gallery director, research facility director]

**Defence Forces** Commissioned Officer

**Professionals** generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.

**Health, Education, Law, Social Welfare, Engineering, Science, Computing** professional

**Business** [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

**Air/sea transport** [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

**Group 2: Other business managers, arts/media/sportspersons and associate professionals**

**Owner/manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

**Specialist manager** [finance/engineering/production/personnel/industrial relations/sales/marketing]

**Financial services manager** [bank branch manager, finance/investment/insurance broker, credit/loans officer]

**Retail sales/services manager** [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

**Arts/media/sports** [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]

**Associate professionals** generally have diploma/technical qualifications and support managers and professionals.

**Health, Education, Law, Social Welfare, Engineering, Science, Computing** technician/associate professional

**Business/administration** [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

**Defence Forces** senior Non-Commissioned Officer

**Group 3: Tradesmen/women, clerks and skilled office, sales and service staff**

**Tradesmen/women** generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

**Clerks** [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

**Skilled office, sales and service staff.**

**Office** [secretary, personal assistant, desktop publishing operator, switchboard operator]

**Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

**Service** [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

**Group 4: Machine operators, hospitality staff, assistants, labourers and related workers****Drivers, mobile plant, production/processing machinery and other machinery operators.**

**Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]

**Office assistants, sales assistants and other assistants.**

**Office** [typist, word processing/data entry/business machine operator, receptionist, office assistant]

**Sales** [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]

**Assistant/aide** [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

**Labourers and related workers**

**Defence Forces** ranks below senior NCO not included above

**Agriculture, horticulture, forestry, fishing, mining worker** [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]

**Other worker** [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

## **STANDARD COLLECTION NOTICE FOR SACRED HEART PARISH SCHOOL SANDRINGHAM**

Sacred Heart Parish School collects personal information, including sensitive information about students and parents or guardians and family members before and during the course of a student's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School, Catholic Education Offices and the Catholic Education Commission of Victoria Ltd (CECV) to meet its educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the School.

2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.

3. Laws governing or relating to the operation of school require certain information be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection laws.

4. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. The School may request medical reports about students from time to time and may otherwise collect sensitive information about students and their families.

5. The School may disclose personal and sensitive information for administrative, educational and support purposes (or may permit the information to be directly collected by third parties). This may include to:

- School service providers such as the CECV, Catholic Education Offices, school governing bodies and other dioceses;
- third party service providers that provide online educational and assessment support services or applications (apps), which may include email and instant messaging, ie. Skoolbag and CareMonkey;
- School systems, including the Integrated Catholic Online Network (ICON) and Google's 'G Suite' including Gmail. Limited personal information may be collected and processed or stored by these providers in connection with these services;
- another school to facilitate the transfer of a student;
- government departments;
- medical practitioners, and people providing educational support and health services to the School, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools;
- assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority;
- people providing administrative and financial services to the School;
- anyone you authorise the School to disclose information to; and
- anyone to whom the School is required or authorised to disclose the information to by law, including under child protection laws.

6. Personal information collected from students is regularly disclosed to their parents or guardians.

7. The School may also use cloud computing service providers to store personal information (which may include sensitive information) on their servers in the 'cloud'.

8. The School has made reasonable efforts to be satisfied about the protection of any personal information that may be collected, stored or processed outside Australia in connection with third party services, as not all countries are bound by laws which provide the same level of protection for personal information as the APPs.

9. When the School uses Google's G-Suite including Gmail, some personal information (usually limited to name and email address) of students, parents or guardians may be transferred, stored and processed by Google in the United States, or in any other country through which Google provides these services or where it processes and stores information. This personal information will be stored and processed by Google in accordance with the contract CECV has entered into with Google on behalf of the School, which requires Google to take appropriate steps to protect the personal information.

10. Where personal, including sensitive information is held by a cloud computing service provider on behalf of CECV for educational and administrative purposes, it will be stored on servers located within Australia. This includes the ICON system.

11. School personnel, the CECV and its service providers may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering the ICON system and ensuring its proper use.

12. The School may disclose personal information to the school parish to facilitate religious and sacramental programs, and other activities such as fundraising.

13. The School's Privacy Policy is accessible via the school website, newsletter, handbook, or from the School office. The policy sets out how parents, guardians or students may seek access to, and correction of their personal information which the School has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, or may result in a breach of the School's duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.

14. The School's Privacy Policy also sets out how parents, guardians, students and their family can make a complaint about a breach of the APPs and how the complaint will be handled.

15. The School may engage in fundraising activities. Information received from you may be used to make an appeal to you. [It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose.] We will not disclose your personal information to third parties for their own marketing purposes without your consent.

16. On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines, on our intranet [and on our website]. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The School will obtain permissions from the student's parent or guardian (and from the student if appropriate) prior to publication to enable the school to include such photographs or videos [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the internet. *The school may obtain permissions annually, or as part of the enrolment process. Permissions obtained at enrolment may apply for the duration of the student's enrolment at the school unless the school is notified otherwise. Annually, the school will remind parents and guardians to notify the school if they wish to vary the permissions previously provided.*

17. If you provide the School with the personal information of others, such as other family members, doctors or emergency contacts, we encourage you to inform them you are disclosing that information to the School and why, that they can request access to and correction of that information if they wish and to also refer them to the School's Privacy Policy for further details about such requests and how the School otherwise handles personal information it collects and complaints it receives.





# Sacred Heart Parish School

## SANDRINGHAM

11 Fernhill Road North  
SANDRINGHAM VIC 3191  
Tel: +61 3 9598 9322  
Fax: +61 3 9597 0354

Email: [principal@shsandringham.catholic.edu.au](mailto:principal@shsandringham.catholic.edu.au)  
Website: [www.shsandringham.catholic.edu.au](http://www.shsandringham.catholic.edu.au)

February 2017

Dear Volunteer,

The Victorian Government recently introduced new Child Safe Standards along with Ministerial Order No 870, which set out the minimum requirements for schools in relation to child safety. Child Safe Standard 4 and clause 10 of Ministerial Order No 870 relates to staff screening, selection, supervision, training and other human resources practises that reduce the risk of child abuse by new and existing personnel, including employees, volunteers and contractors.

In order to meet the Child Safe Standards Sacred Heart Parish School has prepared the following information:

### Application Form

The Child Safe Standards require schools to gather, verify and record a person's history of work involving children. Sacred Heart Parish School takes child safety very seriously and for this reason, volunteers are required to list their entire work history, including any volunteer work, involving children.

To assist the school meeting the Child Safe Standards, could you please read the "Responsibilities of a Volunteer Form" at the end of this letter and **complete the google application form at <https://goo.gl/forms/27Q30HzzowAPe5i1>** before engaging in volunteer activities at Sacred Heart Parish School.

### Pre-engagement Checks

The *Working with Children Act 2005* (Vic) requires that any person doing child related work, must have a valid Working with Children Card (WWCC). The school already requires that all school volunteers are required to apply for and pass a WWCC. There is no change to this requirement. To apply online go to [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au). **Please forward a copy of your WWCC to the office. Make sure you wear your WWCC on your lanyard when volunteering. (Lanyards available at the office)**

### Child Safety Policy and Code of Conduct

Sacred Heart Parish School is taking a collaborative approach in developing a Child Safety Policy and Code of Conduct, recognising that the responsibility of child safety sits with the whole school community. I have attached these documents, together with the Catholic Education Commission Victoria (CECV) Commitment Statement to Child Safety and request that you read through and familiarise yourself with these documents. **Please complete requirements and return a signed copy of the Code of Conduct to the office.**

I would like to thank you for your understanding, your commitment to child safety within our school and your continued support as a volunteer at Sacred Heart Parish School. Our volunteers are integral to the school experience for our students and they provide an important link to the community.

If you have any further questions regarding the policy documents, the Child Safety Standards or this letter please feel free to contact me.

Kind regards,

Erin Macdonald

Principal.

## **Responsibilities of a Volunteer Form**

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### **Responsibilities of a Volunteer**

#### **Volunteers should be provided with:**

- access to, or a copy of, Sacred Heart Parish School child-safe policy and code of conduct information on the school's policies and procedures
- induction and, where relevant, training
- copy of Responsibilities of Volunteer form
- information about communication lines within the school
- appropriate occupational health and safety protection
- out-of-pocket cost reimbursement
- suitable assignment
- appropriate work area and equipment for the assignment

#### **Volunteers have a responsibility to:**

- make an informed decision to work as a volunteer with Sacred Heart Parish School
- undertake work induction and training as required
- comply with the school's child-safe policy and code of conduct
- work on tasks suitable to their skills and experience
- behave in an ethical manner
- keep school matters confidential, including those relating to students
- be committed to the school's aims and objectives
- inform the supervisor when unable to undertake or complete a task
- use appropriate information channels within the school when needing information, support, back-up, supervision or review
- be aware of the limits of their role within the school
- be aware of their duty of care to students
- comply with occupational health and safety policies and practices
- act as a member of the team
- maintain a Working With Children Check
- be aware of protocol when representing Sacred Heart Parish School. I have read and understand the responsibilities of a volunteer of Sacred Heart Parish School

I have read and understand the responsibilities of a volunteer of Sacred Heart Parish School.

I acknowledge and accept that I have been engaged as a volunteer of Sacred Heart Parish School and that no payment will be made to me by the school.

I understand and accept that the Sacred Heart Parish School can cease the volunteering arrangement at any time.



February 2017

# Standard Three – Child Safety Code of Conduct

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## **Introduction**

This Code of Conduct has a specific focus on safeguarding children and young people at Sacred Heart Parish School against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes & legislation.

## **Purpose**

The purpose of this Code of Conduct is to establish clear expectations for appropriate behaviour by adults towards children & young people. It aims to protect children and reduce any opportunity of abuse or harm to children. This Code of Conduct also provides anyone engaged by Sacred Heart Parish School with guidance on how best to support students and young people and how to avoid or better manage difficult situations.

## **Scope**

This Code of Conduct applies to all staff members (teaching & non-teaching), clergy, casual relief staff, volunteers, and contractors engaged by the school.

## **Acceptable behaviours**

All staff members (teaching & non-teaching), clergy, casual relief staff, volunteers, contractors and board/school council members are responsible for supporting the safety of children by complying with the following ‘acceptable behaviours’:

- » Adhering to the School’s Child Safety Policy and associated procedures at all times.
- » Taking all reasonable steps to protect students from abuse.
- » Treating everyone with respect, including listening to and valuing their ideas and opinions.
- » Listening and responding to the views and concerns of students, particularly if they are telling you that they or another student or young person has been abused and/or are worried about their safety or the safety of another child.
- » Taking account of the diversity of all students, including (but not limited to) the needs of Aboriginal students, students from culturally and/or linguistically diverse backgrounds, students with disabilities and students and young people who are vulnerable.
- » Promoting the cultural safety, participation and empowerment of all students, including those from diverse backgrounds.
- » Ensuring as far as practicable that adults are not left alone with a student or young person.
- » Reporting all child safety complaints, suspected abuse, disclosures or breaches of the Child Safety Code of Conduct immediately to the Principal and/or the School’s Child Safety Officer immediately.

- » Understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958.
- » If an allegation of child abuse is made, ensuring as the safety of the student/s or young person/s as soon as possible.

### **Unacceptable Behaviours**

All staff members (teaching & non-teaching), clergy, casual relief staff, volunteers, contractors and board/school council members must not:

- » Ignore or disregard any child safety complaints, suspected abuse, disclosures or breaches of the Child Safety Code of Conduct
- » Develop any 'special' relationships with students or young people that could be seen as favouritism (such as the offering of gifts or special treatment for specific students).
- » Exhibit behaviours with students or young people, which may be construed as unnecessarily physical (such as inappropriate sitting on laps).
- » Do things of a personal nature that a student can do for themselves (such as toileting or changing clothes).
- » Engage in open discussions of a mature or adult nature in the presence of students.
- » Exchange personal contact details such as phone numbers, social networking sites or email addresses with students or young people.
- » Have unauthorised contact with students or young people 'on line' via email, social networking sites, by text message or other means.
- » Display any behaviour, in person or 'on-line', which could be construed as inappropriate or disrespectful to those who may view it, in particular students, young people and those from Aboriginal and diverse cultural backgrounds .
- » Maintain relationships with a student or young person and their families outside of school without the knowledge of the Principal, a member of the Leadership Team or Child Safety Officer.
- » Use inappropriate language in the presence of students.
- » Use prejudice, oppressive behaviour or language in the presence of or with children.
- » Express personal views on cultures, race, ethnicity, sexuality or disabilities in the presence of students.
- » Discriminate against any student because of culture, race, ethnicity or disability.
- » Attend work under the influence or effects of illegal drugs or alcohol.
- » Consume alcohol without the consent of the Principal or a member of the Leadership Team at school, at a school event or in the presence of students or young people.
- » Photograph or video a student or young person without the consent of their parents or guardian.

**Failure to Comply With This Code of Conduct**

Where a staff member (teaching & non-teaching), clergy, casual relief staff, volunteers, contractors and board/school council is suspected of breaching any obligation, duty or responsibility within this Policy, Sacred Heart Parish School will take disciplinary action, including in the case of serious breaches, summary dismissal.

**Acknowledgement**

I have read and understood this Code of Conduct and agree to abide by it at all times.

Name:
Signature:
Date:

Principal / Child Safety Officer Name:
Signature:
Date: