

# National School Chaplaincy Programme Consent Form

This information is to help you decide whether to consent to your child receiving Chaplaincy Services through the National School Chaplaincy Programme (**NCSP**) in a Victorian Government School.

Please read this form carefully. If you need any clarification, please contact David Young or Marnie Cooper.

Although the form uses the phrase 'your child' you may have received this form if you:

- are an adult student or can be considered a **mature minor**
- are a **guardian or informal carer**<sup>1</sup>.

## Background

The Department of Education and Training (**DET**) provides educational services for the Victorian Government. Chaplaincy services are provided by DET by agreement with the Commonwealth Government.

The **NCSP Chaplaincy Service** aims to support the emotional wellbeing of students by providing pastoral care services and strategies that support the emotional wellbeing of the broader school community.

**Pastoral care** means looking after the personal needs of students, not just their academic needs, by providing general spiritual and personal support.

**Chaplains** providing Chaplaincy Services are required to:

- have been recognised through formal ordination, commission, recognised religious qualifications or endorsement by a recognised or accepted religious institution
- have the skills and experience to provide Chaplaincy Services.

<sup>1</sup> For more information on who may sign this form see: **Decision Making Responsibilities for Students** (on SPAG).

Further information about Chaplaincy Services in Victorian Government schools can be found in the NSCP Guidelines, available here:

<http://www.education.vic.gov.au/school/principals/health/Pages/nscpchaplaincy.aspx>

## Chaplains in your school

In your school the Chaplaincy Service will be provided by:

**Laura Wallace**  
**Korus Connect**  
**Locked Bag 3**  
**SURREY HILLS 3127**  
**(03) 9811 0999**

The chaplain will be available in the school as follows:

Monday	.....am to .....pm
Tuesday	.....am to .....pm
Wednesday	.....am to .....pm
Thursday	.....am to .....pm
Friday	.....am to .....pm

School location:  
 Delacombe Primary School  
 110 – 120 Greenhalghs Road  
 Delacombe VIC 3356  
 Ph: 03 5335 6103



## Type of Service

Chaplaincy Services in your school may be provided in any of the following forms

- (a) on an individual basis (one-on-one discussions with a student)
- (b) in a group setting (discussions with groups of students), or
- (c) both (a) and (b).

## Privacy Protection

DET values the privacy of every individual and is committed to protecting all personal information collected in schools. All school staff, contractors and agents must comply with Victorian privacy law and applicable DET privacy and information policies.

In Victorian Government schools the management of 'personal information' and 'health information' (**personal information**) is governed by the *Privacy and Data Protection Act 2014* (Vic) and *Health Records Act 2001* (Vic) (collectively, **Victorian privacy law**).

Chaplains must follow the Victorian NSCP *Chaplaincy Information, Records and Reporting Policy* which details how chaplains in schools must handle personal information they collect, consistent with Victorian privacy law.

This section summarises the Victorian NSCP *Chaplaincy Information, Records and Reporting Policy* available at: <http://www.education.vic.gov.au/school/principals/health/Pages/nscpchaplaincy.aspx>

### Purpose of collecting personal information

Chaplains may collect personal information about your child to:

- work as a member of the school's wellbeing team and provide Chaplaincy Services which form part of the wellbeing services available at the school
- assist the school to:
  - provide for the educational, social and emotional wellbeing and health of students
  - meet its duty of care obligations
  - make reasonable adjustments for students with disabilities
  - comply with occupational health and safety obligations**(collectively, the primary purposes).**

On occasions, your child may discuss other members of your family or other people with a chaplain. As a consequence, chaplains may collect personal information about people other than your child.

## Types of personal information collected

The types of personal information the chaplain may collect about your child will depend on the nature of the discussions your child has with the chaplain.

Chaplains may collect personal information such as your child's address, contact details, information about physical, mental or psychological health, details about any disability your child may have and information about your child's religious beliefs or affiliations.

Chaplains will rely on information provided to them to adequately provide the Chaplaincy Service. If a chaplain receives incomplete, inaccurate or outdated information, this may adversely affect the assistance provided by them.

### Sharing (using/disclosing) personal information

The Victorian NSCP *Chaplaincy Information, Records and Reporting Policy* describes how chaplains may share personal information collected about you or your child with the school principal:

- for any of the primary purposes set out above
- if there is a risk to your child, other person or the public
- as permitted or required by law
- with consent.

### Storage of personal information

Chaplains will record and store relevant information in accordance with the Victorian NSCP *Chaplaincy Information, Records and Reporting Policy*.

### Accessing personal information

You can access and correct personal information held by DET about you or your child under Freedom of Information, from:

**Information Management Unit**  
Department of Education & Training  
2 Treasury Place, East Melbourne VIC 3002  
(03) 9637 3961  
[foi@edumail.vic.gov.au](mailto:foi@edumail.vic.gov.au)

### Withdrawal of consent

You may withdraw your consent at any time by writing to your school. Withdrawing your consent means your child will no longer receive any Chaplaincy Service.

### Further information

Further information about the NSCP is available from the DET website at: <http://www.education.vic.gov.au/school/principals/health/Pages/nscpchaplaincy.aspx>.

## Your Authority and Consent

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I authorise and consent to a chaplain providing services to my child.

I confirm that I have read this Consent Form and understand:

- how my child's personal information will be collected and managed by the chaplain
- that my consent will continue whilst my child is enrolled in a Victorian government school
- that I may withdraw my consent at any time
- that if the chaplain determines that the Chaplaincy Service is no longer required for me or my child, it will cease.

<b>Name of Student</b>	
<b>Student signature (optional)</b>	
<b>Date</b>	____ / ____ / _____
<b>Name of Person 1</b>	
<b>Relationship to Student</b>	
<b>Signature of Person 1 providing consent</b>	
<b>Date</b>	____ / ____ / _____
<b>Name of Person 2 (Optional)</b>	
<b>Relationship to child</b>	
<b>Signature</b>	
<b>Date</b>	____ / ____ / _____
If you are an <b>adult student</b> or you have been classified as a <b>mature minor</b> you may sign this form. For more information about who may sign this form see: <b>Decision Making Responsibilities for Students</b> (on SPAG).	