

ST FRANCIS OF THE FIELDS PRIMARY SCHOOL - STRATHFIELDSAYE

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

Please read this form carefully. If you need any clarification, please contact our Chaplain **Maree O'Connor**.

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**.

Background

The NSCP is a Commonwealth funded programme administered by the State of Victoria.

The NSCP **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.

Further information about Chaplaincy Services is available from your school.

General information regarding the NSCP Guidelines are available on the Department of Education and Training (DET) website:

www.education.vic.gov.au/school/principals/health/Pages/nscpchaplaincy.aspx

The Catholic Education Commission of Victoria (CECV) has entered into a Bilateral Agreement with DET to enable Catholic schools to engage chaplains through the NSCP.

Chaplains in your school

In your school the chaplaincy service will be provided by:

MAREE O'CONNOR Chaplain

Please contact Maree O'Connor via the school office or by phone 5439 3191.

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

St Francis of the Fields School 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 CECV/Catholic Education Office (CEO) in the applicable Victorian Dioceses/school privacy and information policies.

In Catholic 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/pastoral care workers must follow the CECV NSCP *Chaplaincy Information, Records and Reporting Policy* (**available on St Francis of the Fields website**) which details how chaplains in schools must handle personal information they collect, consistent with Victorian privacy law.

This section summarises the CECV NSCP *Chaplaincy Information, Records and Reporting Policy*

Purpose of collecting personal information

Chaplains/pastoral care workers 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/pastoral care worker. As a consequence, chaplains/pastoral care worker may collect personal information about people other than your child.

Types of personal information collected

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

Chaplains/pastoral care workers 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/pastoral care workers will rely on information provided to them to adequately provide the chaplaincy service. If a chaplain/pastoral care worker receives incomplete, inaccurate or outdated information, this may adversely affect the assistance provided by them.

Sharing (using/disclosing) personal information

The CECV NSCP *Chaplaincy Information, Records and Reporting Policy* describes how chaplains/pastoral care workers 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/pastoral care workers will record and store relevant information in accordance with the CECV NSCP *Chaplaincy Information, Records and Reporting Policy*.

Accessing personal information

You can access and correct personal information held by the school about you or your child under Freedom of Information. Please contact your school or the Catholic Education Office in your Diocese.

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 Chaplaincy Services is available from your school. General information regarding the NSCP Guidelines are available on the Department of Education and Training (DET) website:

www.education.vic.gov.au/school/principals/health/Pages/nscpchaplaincy.aspx

I authorise and consent to a chaplain/pastoral care worker 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/pastoral care worker
- that my consent will continue whilst my child is enrolled in **St Francis of the Fields**.
- that I may withdraw my consent at any time
- that if the chaplain/pastoral care worker determines that the chaplaincy service is no longer required for me or my child, it will cease.

Name of Child _____

Signed by Parent (Mother/Guardian) _____

Signed by Parent (Father/Guardian) _____

Dated: / / 201