 **Montville State School**

 Main Street

 Montville QLD 4560

 PH: 07 5452 1333

 [admin@montvilless.eq.edu.au](file:///%5C%5CEQSUN0776001%5CData%5CCoredata%5CCommon%5CLetterhead%5Cadmin%40montvilless.eq.edu.au)

 [www.montvilless.eq.edu.au](file:///%5C%5CEQSUN0776001%5CData%5CCoredata%5CCommon%5CLetterhead%5Cwww.montvilless.eq.edu.au)

Chaplaincy and student welfare worker services

Form 1: Parent/Student Consent Form

**Privacy Notice**

The Department of Education is collecting personal information about the student in this form for the purpose of recording consent for participation in one-on-one meetings with the school’s chaplain or student welfare worker. This form will be stored securely at school and only be accessed by the student welfare worker, the school’s student support team and the principal. The personal information collected here will not otherwise be used or disclosed unless you consent, or the use or disclosure is authorised by law.

Montville State School provides a student welfare worker service, which is approved by the school’s Parents and Citizens’ Association and is available to all students. The student welfare worker is employed through The Association of Australian Women Educators. Chaplains and student welfare workers provide social, emotional and spiritual support to students and the school community and are inclusive of and show respect for all religious and non-religious beliefs and other stances represented in the school community.

Information about the school’s student welfare worker service is available on the school’s website and through newsletters. Further information about the chaplaincy and student welfare worker program, including definitions, is located on the department’s website at <https://education.qld.gov.au/students/student-health-safety-wellbeing/student-support-services/chaplaincy-student-welfare-worker-services>.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been referred to meet, or has indicated interest in meeting individually, with the student welfare worker on a regular or ongoing basis. For this to occur, your written informed consent is required. The focus of these meetings, which may occur during lesson time or within the broader school day, will be determined by your child’s needs, however chaplains and student welfare workers are not allowed to provide counselling. If a referral to an external agency or service is required, the student welfare worker must have the approval of the principal, deputy principal or guidance officer and your consent.

The meetings with the student welfare worker are confidential and the student welfare worker may record what happened or was said during the meetings. These notes will be securely stored at the school and may be viewed by the student, if requested.

There may be times when the student welfare worker is required to disclose confidential information provided by your child to the principal. The principal may be required to inform you, the Queensland Police Service and/or Child Safety Services. This would happen if:

* a person is at risk of harm, or being harmed;
* your child plans to, or is harming themselves;
* your child has harmed, or is planning to harm, another person; or

a law has been broken.

Consent provided on this form will be considered valid for the duration of the student welfare worker’s involvement in supporting you/ your child unless this period is more than one school year, in which case consent will be requested at the start of the following school year. Consent provided may be withdrawn at any time by notifying the school principal in writing. The reason your child accesses the worker, and the outcome of any consultation with them, will not be disclosed without your consent, unless required by law.

Please complete the attached form indicating whether you consent to ongoing individual meetings with the student welfare worker and return to the school office or email to admin@montvilless.eq.edu.au.

If you would like to discuss this matter, please contact me by phone 54552133 or email amont14@eq.edu.au alternatively, you may wish to discuss this with Jane, the school’s student welfare worker, by phone 54521333

Yours sincerely,



Adam Montgomery

Principal

Montville State School

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Please complete, sign and return this form to the school office or email it to* *jxcou0a@eq.edu.au*

**Student name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Year Level / Class:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please indicate whether you consent to ongoing individual meetings with the student welfare worker. You can change your preference at any time by letting the principal know in writing.

[ ]  I consent to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_meeting with the student welfare worker.

[ ]  I **do not** consent to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_meeting with the student welfare worker.

Parent’s/Guardian’s / Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please print name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Office Use**: Retain original in the student’s file and provide a copy of notice to the chaplain/student welfare worker.  |
| Does the student/parent require an interpreter? | Yes [ ] No [ ]  | Has an interpreter been used to explain this information? | Yes [ ]  No [ ]  | The principal has determined that the student has the capacity to make an informed decision about their participation in ongoing one-on-one meetings with the chaplain/student welfare worker. | Yes [ ]  No [ ]  |