

National School Chaplaincy Programme Parent Consent Form – FAQ's

1. Who can sign this form?

- a) You may sign the form **on your own behalf** if you are:
- an **adult student** aged 18 years or over
 - If under 18 years of age, a **mature minor** for the purpose of accessing the Chaplaincy service. The principal/relevant staff member will need to be satisfied that you have sufficient maturity and understanding to make up your own mind about accessing the Chaplaincy service.
- b) If the student is not an adult or mature minor, you may sign this form **on his/her behalf** if you are a:
- parent** or other person with **parental responsibility for major long term issues** as defined in the *Family Law Act 1975 (Cth)*
 - person granted “guardianship”**, under the *Children Youth and Families Act 2005 (Vic)*.

If none of the above persons are contactable, an informal carer may then sign this form. An informal carer is a relative or other responsible adult with whom the child lives, and has day to day care of that child. You should provide an Informal Relative Carer Statutory Declaration to confirm your status as an informal carer. Please note that:

- if an informal carer has signed the form and subsequently another person listed in 1(b) is contactable, you must then contact them to also seek their consent.
- if that person then refuses or withdraws consent, their decision prevails and the Chaplaincy service will immediately cease.

For more information on decision making responsibilities for students see:

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/parentalresponsibility.aspx>

2. What happens if the parents are separated or divorced?

- a) When parents are separated or divorced, the answers to question 1 above will determine who may sign this form.



3. May a new partner or step parent sign this form?

- a) A new partner or step parent **cannot** sign this form (unless they are also a person listed in question 1 above).

4. What happens if the student is not living with a parent or the parent cannot be located?

- a) When the student is not living with a parent, or a parent cannot be located, the answers to question 1 above will determine who may sign this form.

5. What happens if there is disagreement about the student accessing the Chaplaincy service?

- a) Consent should be sought from all people listed in question 1(a) and (b) above.
- b) If consent is obtained from **one** of these people, the student may access Chaplaincy service.
- c) However, if consent is refused by one of these people, the Chaplaincy service cannot proceed.

6. What do schools do with this form?

- a) The school must retain this form and any supporting evidence (about parental responsibility, guardianship, informal carer status etc.) to demonstrate consent was appropriately given.
- b) The school must provide a copy of the consent form, together with such evidence (if any), to all persons that have given consent and to the chaplain.

7. What happens if the student transfers to another Victorian government school?

- a) When the student transfers to another Victorian government school, the Chaplaincy file will transfer to that school (the receiving school).
- b) The Chaplaincy file transfers with the student so that the receiving school can provide targeted education and support to the student and comply with its legal obligations.