

This information is to help you decide whether to consent to your child receiving chaplaincy services through the **National School Chaplaincy Program (NSCP)** in a Victorian Catholic school.

Please read this form carefully. If you need any clarification, please contact **Jamie Atherton (Student Wellbeing Leader / Assistant Deputy Principal)**.

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**
- a **guardian or informal carer**.

### Background

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

The NSCP 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/pastoral care workers** 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 is available on the Department of Education and Training (DET) website: <https://www.education.vic.gov.au/school/teachers/health/mentalhealth/Pages/nscpchaplaincy.aspx>.

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

### Chaplains/pastoral care workers in your school

In your school, the chaplaincy service will be provided by:

**Samantha Parnis**  
**School Counsellor**  
**Provider: CatholicCare Victoria**  
**383 Albert St**  
**East Melbourne**  
**Vic 3002**

The counsellor will be available at the school as follows:

**Thursdays**                      **8:30am to 4pm**

School location(s):

Conference Room (adjacent the staffroom)

### Type of service

NSCP chaplaincy services in your school may be provided:

- (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) when agreed to by parents/guardian

### Privacy protection

**St Martin of Tours Primary 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*

\*Pastoral care worker refers to an NSCP-appointed chaplain in the Archdiocese of Melbourne

*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 request from

**St Martin of Tours Primary School**) which details how chaplains/pastoral care workers in schools must handle the personal information they collect, consistent with Victorian privacy law.

The section below 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.

On occasion, your child may discuss other members of your family or other people with a chaplain/pastoral care worker. As a consequence, chaplains/pastoral care workers 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 is available on the Department of Education and Training (DET) website: <https://www.education.vic.gov.au/school/teachers/health/mentalhealth/Pages/nscpchaplaincy.aspx>.

### Parent/Guardian Authority and Consent

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 while my child is enrolled in **St Martin of Tours Primary School**
- 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 student			
Signature of student (optional)		Date	
Name of person 1			
Relationship to student			
Signature of person 1 providing consent		Date	
Name of person 2 (optional)			
Relationship to student			
Signature of person 2 providing consent		Date	

If you are an **adult student** or you have been classified as a **mature minor** you may sign this form.