



Eastern Metropolitan Region

Student Support Services Consent Form

Parent or guardian consent is required for all students (except in exceptional circumstances where the student is deemed to be a mature-minor, who may provide their own consent). The consent page original must be retained at the referring school. A copy of this page must be provided to the parent/guardian or the mature-minor student and to student support services.

School:

Student name:

Within Department of Education and Early Childhood Development (DEECD), student support services staff provide specialist services. Student support services staff include visiting teachers, psychologists, guidance officers, social workers, speech pathologists, and other allied health staff. Their role is to provide different forms of assistance to students, families and schools and in relation to student learning and wellbeing at school.

This work involves consultancy with teachers, and can involve more direct forms of assistance to students and their families. This Student Support Services Consent Form is to enable one or more of these specialist staff to provide more direct assistance to your child (or you if it has been determined that you are able to provide your own consent) as may be appropriate.

Relevant information will be recorded, stored in an individual student support services file and kept within the student support services recording system. It may, if necessary, be shared with other student support services staff in order for them to provide services. This information will remain confidential within DEECD and may only be disclosed outside DEECD with your written permission or as required by law.

I consent to staff from student support services providing support to my child/me and the school, which may include a range of assessments (formal and informal) and intervention services.

However, I do not wish to have any of the following student support services provided to my child/me (please specify if relevant):

I consent to the exchange of information about my child/me between the school and the student support services team as necessary for the purposes of providing a coordinated approach in supporting the school to provide the best education and care for my child/me.

I understand any information, including health information, will be provided on a strictly 'need to know' basis with the school and staff working with my child/me.

I understand this consent remains valid while my child is/I am enrolled at a DEECD school or until withdrawn by the parent/guardian/myself in writing or until formal case closure by the student support services team.

I have received and read the Privacy Statement.

Signed: _____ **Date:** ___/___/___

Print name *Parent/Guardian/Student (if deemed a mature-minor)*



Privacy Statement For Parents / Guardians / Mature-Minor Students Student Support Services

Who are student support services?

Within the Department of Education and Early Childhood Development, student support services staff provide specialist consultancy services. Student support services staff include visiting teachers, psychologists, guidance officers, social workers, speech pathologists, welfare officers and other allied health officers. The role of student support services is to provide different forms of assistance to teachers, parents and students in relation to student learning and wellbeing at school. The Student Support Services Consent Form is provided to enable one or more student support services staff to provide more direct assistance to your child/you as may be appropriate.

Student support services

Student support services staff comprise psychologists, guidance officers, speech pathologists, social workers, visiting teachers, and other related professionals.

Psychologists and guidance officers provide a comprehensive psychology service to students, their families and schools including individual, group and family work, provide learning and teaching advice to schools, support the Program for Students with Disabilities and attend critical incidents in schools where appropriate.

Speech pathologists provide speech pathology services, conduct speech and language assessments and provide support to principals, school staff and parents about the requirements of the Program for Students with Disabilities and the implementation of the Language Support Program.

Social workers provide support to students, their families and schools through involvement in individual, group and family work and attending critical incidents in schools where appropriate.

Visiting teachers provide advice to teachers and direct teaching and assessment of students including monitoring, evaluating and reporting progress. Visiting teachers conduct hearing, vision, health, physical and other educational needs assessments and work closely with classroom teachers, integration aides and parents in supporting students.

Why do student support services collect information about you?

Student support services staff request personal information about your child/you and your family, including health information or conditions or impairments, to help clarify what support your child/you may require. Information may also be requested from school staff such as teachers, wellbeing coordinators, and other senior school staff members, along with information from any previous contact your child/you may have had with student support services. The aim is to work together to provide your child/you with the best possible service. If you choose not to share relevant information with student support services this may affect the ability of staff to assist your child/you.

With whom do student support services share this information?

The work of student support services involves consultancy with teachers and can involve more direct forms of assistance to individual students or groups of students. If an assessment of your child's/your cognitive, academic, or socio-emotional functioning is to be undertaken, a report is often written. The outcome of your child's/your assessment will only be provided to teachers, staff, and professionals within the Department of Education and Early Childhood Development involved in planning for your individual child's needs. You will be advised of the outcomes of the assessment. A copy of the report along with other relevant information is kept in your child's/your confidential student support services file.

Student support services staff are required by law to protect your child's/your personal and health information and keep it securely. This information is not released to anyone outside the Department of Education and Early Childhood Development unless you provide written agreement, or if it is required, such as in a medical emergency, or by law. There may be circumstances in which confidentiality cannot

be maintained, for example where disclosure of information is required by law, such as the mandatory reporting requirements under the *Children, Youth and Families Act 2005*.

Can you access your child's/your information?

You have the right to check information you have given us to make sure it is up-to-date and accurate. If you want to see your information, or if you have any concerns about your privacy or any aspect of our services, please contact:

The Network Student Support Services Coordinator

Kym Pickford
Social Worker & Network Student Support Services Coordinator
Department of Education & Early Childhood Development
Eastern Metropolitan Region
Knox/Dandenong Ranges Network
C/- Upwey Primary
15 Darling Ave Upwey 3158
Ph: 97570009
Fax: 9757 0099
Mobile: 0429552618
Email: pickford.kym.r@edumail.vic.gov.au

For further information about privacy issues contact:

The Privacy Contact Officer (Community Liaison Officer)

Telephone: 92652400
Level 3, 295 Springvale Road,
Glen Waverley, 3150.

Informed consent

Consent to student support services referral

Informed consent must be given by a parent, guardian or student deemed to be a mature-minor when making a referral to student support services. Informed consent means that you understand what is going to happen and that you give your permission (consent) for the action to go ahead.

The consent process

Informed consent is an exchange of information that takes place between you and school staff. This is usually the school principal.

The consent process contains four parts:

- 1. Information:** You should be provided with sufficient information to understand what your consent means. It is important that you clearly understand all components of consent, which include:
 - **Student support services:** their role and type of services they can provide
 - **Exchange of information:** in order to provide services, information may be shared between student support services and the school. Information may also be exchanged with other agencies providing services to your child/you with your permission.
 - **Records management:** how files are kept, the kind of information that is recorded in the files and on databases, and who has access to them.
 - **Expiry of consent:** how long your consent is valid
 - **Closure:** how you can withdraw your consent and the service closure process.
- 2. Understanding:** It is important that you understand each of the above parts. You should be given enough time to review the consent form and ask any questions before signing the form. When you talk about the referral with school staff, the discussion should be held in a confidential area, such as a private office or room.
- 3. Willingness to consent:** You have the right to not provide your consent. School staff should discuss what may happen if you do not give consent and how this may impact on your child/you if support services are not involved. You also have the right to withdraw your consent at any point.

4. **Signatures:** When you sign the referral consent form you give your permission for your child/yourself (if deemed a mature-minor) to be referred to support services. It is important that you also write the date you signed the form in the space provided.

All referrals for individual students to student support services require informed consent. Student support services staff cannot provide services to your child/you until consent is obtained.

Qualified consent

When a consent form is signed, it establishes consent for the full range of student support services to be provided (as appropriate). You may provide qualified consent, which means you consent to a limited type of service, or specify that there are particular services you do not wish to have provided. This may include a range of disciplines. Consent may also be given for some disciplines, but not others (e.g. only speech pathology).

You should draw attention to any qualifications in terms of your consent when completing the Student Support Services Consent Form.

Exchange of information

The sharing of information between student support services, school-based staff, and other agencies where appropriate helps to provide a more coordinated approach supporting students. Any information will be shared on a strictly need-to-know basis for the purpose of planning and providing the most appropriate support.

The sharing of information may occur verbally and/or through the exchange of written information.

If you wish to provide confidential information that you do not want shared with other student support services staff or school-based staff, you must tell the student support staff member about this.

Records management

When student support services receive a referral, a file is established for the referral and any further information about the services provided. This information may include case notes, reports, recommendations, programs and plans. The file will be kept by student support services staff in a secured area in the network/sub-regional student support services office in accordance with Departmental records management guidelines.

If the student transfers to a school in another region, this file will be transferred to the relevant network/sub-regional office.

If the student transfers to a non-government school, information will only be exchanged with the new school with your consent.

Expiry of consent and closure

In signing the consent form, you are providing permission for student support services to be involved while your child is/you are enrolled at a Victorian government school. If there has been a long period of time (over one year) since student support services staff were involved, school staff will speak with you to ensure you continue to provide your permission for student support services involvement.

If the student transfers to any other Victorian government school, consent continues to remain valid as above unless you withdraw your consent.

Consent may be withdrawn at any time through advice in writing. If you/your child is considering withdrawing consent for student support services, it is recommended that a discussion is held first with school staff and/or student support services staff.

Formal service closure means that student support services are no longer required and their involvement will cease. This will occur when there is agreement between you, student support services staff and school staff that services are no longer required at this time. If at a future date student support services are again required, a new referral will need to be made and a new consent form completed and signed.