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|  | Chaplaincy Parent Consent Form – FAQsFor Victorian Government schools that are not participating in the Commonwealth Government’s National School Chaplaincy Programme (NSCP) |

1. **Who can sign the Parent Consent Form?**
2. You may sign the form **on your own behalf** if you are:
3. an **adult student** aged 18 years or over
4. a **mature minor under 18 years of age** for the purpose of accessing chaplaincy services. 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 chaplaincy services.
5. If the student is not an adult or mature minor, you may sign this form **on his/her behalf** if you are:
6. a **parent** or other person with **parental responsibility for major long-term issues as**defined in the*Family Law Act* 1975 (Cth)
7. a **person granted “guardianship”** under the *Children Youth and Families Act 2005* (Vic).

If none of the above persons is 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](http://www.ccyp.vic.gov.au/childsafetycommissioner/downloads/ocsc-statdec.pdf) 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 services 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>.

1. **What happens if the parents are separated or divorced?**
2. Where parents are separated or divorced, the answers to question 1 above will determine who may sign this form.
3. **May a new partner or stepparent sign this form?**
4. A new partner or stepparent **cannot** sign this form (unless they are also a person listed in question 1 above).
5. **What happens if the student is not living with a parent or the parent cannot be located?**
6. Where the student is not living with a parent or a parent cannot be located, the answer to question 1 above will determine who may sign this form.
7. **What happens if there is disagreement about the student accessing the chaplaincy services?**
8. Consent should be sought from all people listed in question 1(a) and (b) above.
9. If consent is obtained from **one** of these people, the student may access the chaplaincy services.
10. However, if consent is refused by one of these people, the chaplaincy services cannot proceed.
11. **What does the school do with this form?**
12. The school must retain this form and any supporting evidence (about parental responsibility, guardianship, informal carer status, etc.) to demonstrate consent was appropriately given.
13. 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.
14. **What happens if the student transfers to another Victorian government school?**
15. If and when the student transfers to another Victorian government school, the chaplaincy file will transfer to that school (the receiving school).
16. 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.