**written submission form**

**for a person subject to or proposed to be subject to a school community safety order**

If you wish, you can make written submissions in response to an immediate school community safety order being made or a proposal to make an ongoing school community safety order. You can outline any reasons why you believe the order should not be issued or why the terms should be different to those proposed.

The way you can provide a written submission is flexible. You don’t have to use this form, although you may find it useful. You can provide the authorised person who gave you the proposal to issue an order with this information by sending them an email or by post.

You can also ask to provide this information orally and/or with assistance from a translator rather than in writing. You can also nominate another person to provide this information on your behalf.

**Privacy collection notice**

All information you provide as part of a written submission is optional. Please only provide information you are comfortable with. Any contact details you provide may be used to update you on the submission or to clarify details in the submission as needed.

The Department protects your personal information in accordance with the Privacy and Data Protection Act 2014 (Vic), the Health Records Act 2001 (Vic) and the Public Records Act 1973 (Vic).

Should you choose to disclose your (or your child’s) vulnerabilities, these will be considered by the authorised person in the decision of whether to issue, change or cancel an order. This information may also be used in a de-identified way to:

* facilitate internal and external reviews
* capture data on how frequently and in what circumstances orders are made
* ensure orders are being used appropriately in line with the Act and Guidelines and only as a measure of last resort
* identify any trends in the types of schools, students, families or situations where orders are being used to inform potential system improvements or targeted supports
* monitor and identify opportunities to improve how the Scheme is operating and interacting with other systems, for example, parent complaints and disputes functions
* ensure available administrative and operational supports are notified and deployed as soon as possible following the issuing of an immediate order
* assist with statutory review of the scheme.

De-identified information may also be used to inform the Department’s annual report, reporting to parliament or other public reporting purposes.

Information you provide via a submission may be disclosed to appropriate areas that need to know the information within the Department of Education and Training in accordance with the [Department’s Privacy Policy](https://www.education.vic.gov.au/pages/privacypolicy.aspx). Staff providing technical support may also have access to your personal information. Information collected by the Department will be used or disclosed for the purposes stated in this notice or where otherwise permitted by law.

This information will be stored securely stored on the Department’s servers in accordance with Victorian privacy laws.

You have the right to seek access to, or correction of your own personal information. You can request access and seek to correct your information by contacting the authorised person who issued you the order.

For further information about the way the Department of Education and Training collects and handles personal information, including access, correction and complaints, see [Department’s Privacy Policy](https://www.education.vic.gov.au/pages/privacypolicy.aspx).

If you have any questions or do not understand this form, please contact [name of person and contact details].

**WRITTEN SUBMISSION**

|  |  |
| --- | --- |
| **Date** |  |
| **Name** |  |
| **Address** |  |
| **Phone number** |  |
| **Email** |  |
| **Name of child or children enrolled at school (if applicable)** |  |
| **Request** | To not have an order issued against you  To have your order changed  To have your order cancelled |
| **Reasons for request**  *This can include:*   * *an explanation of why you behaved in the way that led to an order being issued or proposed to be issued* * *reasons you will no longer behave in such a manner* | |
| **Response to the reason(s) given for the order being issued**  *This can include why you disagree with the reasons given for issuing the order or the grounds upon which the order has been made* | |
| **How an order would impact upon your ability to care for your child and continue to be engaged in their education (if applicable)**  *For example, the order will limit your ability to do school drop off and pick up* | |
| **Any alternative option that should be considered instead of the order or a term/condition included or proposed to be included in the order**  *For example, a meeting or mediation to try and resolve the conflict or disagreement* | |
| **Vulnerabilities or other circumstances that should be considered**  *For example, a vulnerability may:*   * *have been the cause or contributed to the behaviour that led to an order being issued or proposed to be issued* * *impact your ability to effectively understand the effect of an order and comply with an order* * *limit your ability to participate in the process surrounding the issuing of an order such as making submissions or appealing an order* * *mean that an order has a disproportional effect on you, with harsher impacts on you than it would on people without that particular vulnerability.*   *See list of relevant vulnerabilities below this table. Vulnerabilities disclosed can relate to you or your children enrolled at the school (if applicable).* | |
| **Other supporting information**  *Please provide any other information you consider relevant. You may wish to attach supporting documents.* | |
| **Declaration**  I declare that the information in this form and any attachments is true and correct to the best of my knowledge.  I agree to the use of the information that I have provided, as detailed in the privacy collection notice.  Signed:  Dated: | |

**Examples of vulnerabilities**

Examples of vulnerabilities that you may raise to be considered include whether you:

* are Aboriginal or Torres Strait Islander, and, because of that, have suffered racism, discrimination and systemic disadvantage.
* are culturally and/or linguistically diverse, from a migrant or refugee background or seeking asylum, or who have experienced racism.
* have limited English language ability.
* live with disability, including:
  + sensory impairment, for example, vision or hearing loss which prevents interaction with others and difficulties in accessing information;
  + mental illness or emotional disorder, for example, episodes of mental ill health which seriously affect mood, grief and loss reactions, depression, thought disorder and difficulties with complex reasoning;
  + intellectual, developmental and learning disabilities;
  + communication or language disability or disorder;
  + physical disability, for example, problems with mobility and muscle movement;
  + neurological disorders including those caused by trauma to the head or brain.
* identify as an LGBTIQ+ person and because of this, experience discrimination and barriers to your participation in society.
* have suffered a trauma in the past, including being a victim of physical or psychological abuse and trauma, torture, rape, slavery, slavery-like practices such as forced labour and forced marriage.
* are facing serious financial hardship, including if you are without a home or are living in crisis or emergency accommodation or are supported by a housing agency or family services.
* are experiencing family violence or dysfunction.
* suffer from a serious drug or alcohol dependence.

are elderly or frail, for example, where your age and condition causes or contributes to memory loss, inability to cope with complex decision-making and sensory and mobility problems which prevent the ability to access and learn new information.