



# St Charles Borromeo Enrolment Form

St. Charles Borromeo is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools (MACS), where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

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| **OFFICE USE ONLY** | Date received: | | | Birth certificate attached: | Yes | No |
| Enrolment date: | | | English as an Additional Language: | Yes | No |
| Start date: | | | House colour: | | |
| Student/family code: | | | VSN: | | |
| Immunisation history statement attached: | Yes | No | Visa information attached (if relevant): | Yes | No |

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| **STUDENT DETAILS** | | | | |
| Surname: | | Entry year (YYYY): | | Entry level/grade: |
| First name/s: | | | | |
| Preferred first name: | | | | |
| Date of birth: | Religion: (include rite) | | | |
| Male: | Female: | | Other: | |

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| **HOME ADDRESS OF STUDENT** | |
| Street number and name: | |
| Suburb: | Postcode: |

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| **EMERGENCY CONTACTS – OTHER THAN PARENT/GUARDIAN** | | | |
| 1. Name: |  | 2. Name: |  |
| Relationship to child: |  | Relationship to child: |  |
| Home phone: |  | Home phone: |  |
| Mobile: |  | Mobile: |  |

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| **SACRAMENTAL INFORMATION** | | |
| Baptism | Date: | Parish: |
| Confirmation | Date: | Parish: |
| Reconciliation | Date: | Parish: |
| Communion | Date: | Parish: |
| Current parish: |  | |

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| **PREVIOUS SCHOOL/PRESCHOOL PERMISSION** | | |
| Name and address of previous school/preschool: | | |
| I/We give permission for the school to contact the previous school or preschool and to gather relevant reports and information to support educational planning: | No | Yes  (If yes, please complete [Form B](https://cevn.cecv.catholic.edu.au/Melb/Document-File/Students-Support/NCCD/Form-B-Sample-Consent-forTransferring.docx) Sample Consent for Transferring Information.) |

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| **NATIONALITY OF STUDENT** | | | | | | | | |
| **Government Requirement** | | **Nationality:** | | | | **Ethnicity:** | | |
| In which country was the student born? | | Australia | | | | Other – please specify: | | |
| Is the student of Aboriginal or Torres Strait Islander origin?  (For persons of both Aboriginal and Torres Strait Islander origin, tick ‘Yes’ for both.) | | | | | | | | |
| No | | | Yes, Aboriginal | | | | Yes, Torres Strait Islander | |
| **Does the student or their parent(s)/guardian(s) speak a language other than English at home?**  Note: Record all languages spoken. | | | | | | | | |
|  | | | | Student | Parent A/Guardian 1 | | | Parent B/Guardian 2 |
| **No** | English only | | |  |  | | |  |
| **Yes** | Other – please specify all languages | | |  |  | | |  |
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| **IF NOT BORN IN AUSTRALIA, CITIZENSHIP STATUS\*** | | |
| **Please tick the relevant category below and record the visa subclass number as per government requirements:**  (original documents to be sighted and copies to be retained by the school) | | |
| **Australian citizen not born in Australia:** | | |
|  | Australian citizen (Australian passport or naturalisation certificate number/document for travel if country of birth is not Australia) | |
| Australian passport number: | |  |
| Naturalisation certificate number: | |  |
| Visa subclass recorded on entry to Australia: | |  |
| Date of arrival in Australia: | |  |
| **Not currently an Australian citizen, please provide further details as appropriate below:** | | |
|  | Permanent resident: (if ticked, record the visa subclass number) |  |
|  | Temporary resident: (if ticked, record the visa subclass number) |  |
|  | Other/visitor/overseas student: (if ticked, record the visa subclass number) |  |
| **\* Please attach visa/ImmiCard/letter of notification and passport photo page.** | | |

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| **MEDICAL INFORMATION** | | | | | | |
| Doctor’s name: |  | | | | | |
| Street number and name: |  | | | | | |
| Suburb: |  | | Postcode: | Phone: | | |
| Medicare number: |  | | Ref number: | Expiry: | | |
| Private health insurance: | Yes | No | Fund: | Number: | | |
| Ambulance cover: | Yes | No | Number: | | | |
| Medical condition: | Please specify any relevant medical conditions for the student, e.g. asthma, diabetes, anaphylaxis, and/or any medications prescribed for the student. A Medical Management Plan signed by a relevant medical practitioner (doctor/nurse) will be required for each of the medical conditions listed.  Please list specific details for any known allergies that do not lead to anaphylaxis, e.g. hay fever, rye grass, animal fur. | | | | | |
| **Has the student been diagnosed as being at risk of anaphylaxis?** | | | | | Yes | No |
| **If yes, does the student have an EpiPen or Anapen?** | | | | | Yes | No |

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| **IMMUNISATION (please attach an immunisation history statement for your child)** | | |
| All vaccines are recorded on the Australian Immunisation Register (AIR). You are required to obtain an immunisation history statement for your child (visit [myGov](https://my.gov.au/)) and provide it to the school with this enrolment form. | Immunisation history statement attached: | |
| Yes | No  If no, please provide explanation: |
| If the student entered Australia on a humanitarian visa, did they receive a refugee health check? | Yes | No |

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| Please provide all required information to allow us to meet our duty of care obligations and facilitate the smooth transition of your child into our school. It will assist the school to implement appropriate adjustments and strategies to meet the particular needs of your child. If the information is not provided or is incomplete, incorrect or misleading, current or ongoing enrolment may be reviewed. | | | | | | | |
| **ADDITIONAL NEEDS** | | | | | | | |
| **Is your child eligible or currently receiving National Disability Insurance Scheme (NDIS) support?** | | | | Yes | | | No |
| **Does your child present with:** | | | | | | | |
|  | autism (ASD) |  | behavioural concerns |  | hearing impairment | | |
|  | intellectual disability/ developmental delay |  | mental health issues |  | oral language/communication difficulties | | |
|  | ADD/ADHD |  | acquired brain injury |  | vision impairment | | |
|  | giftedness |  | physical impairment |  | other condition (please specify) | | |
| **Has your child ever seen a:** | | | | | | | |
|  | paediatrician |  | physiotherapist |  | audiologist | | |
|  | psychologist/counsellor |  | occupational therapist |  | speech pathologist | | |
|  | psychiatrist |  | continence nurse |  | other specialist (please specify) | | |
| **Have you attached all relevant information/reports?** | | | | | Yes | No | |

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| **FAMILY DETAILS** | | | | |
| Who will be responsible for payment of the school fees and levies? | | | | |
| Surname | First name | Address and email | Phone | Relationship to the student |
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| **PARENT /GUARDIAN 1** | | | | | | | | | | |
| Surname: |  | | Title: (e.g. Mr/Mrs/Ms) | |  | First name: | |  | | |
| Address: |  | | | | | | | | | |
| Home phone: |  | | Work phone: | |  | Mobile: | |  | | |
| SMS messaging: (for emergency and reminder purposes) | | | | | | Yes | | | | No |
| Email: |  | | | | | | | | | |
| **Government Requirement** | Occupation: | | | | What is the occupation group?  (select from list of parental occupation groups in the School Family Occupation Index on p. 11) | | | |  | |
| Religion: (include rite) | | | | | Nationality:  Ethnicity if not born in Australia: | | | | | |
| Country of birth: | Australia | | Other (please specify): | | | | | | | |
| **What is the highest year of primary or secondary school Parent A/Guardian 1 has completed?**  (Persons who have never attended secondary school, tick ‘Year 9 or below’.) | | | | | | | | | | |
| Year 9 or below | | Year 10 or equivalent | | Year 11 or equivalent | | | Year 12 or equivalent | | | |
| **What is the level of the highest qualification Parent A/Guardian 1 has completed?** | | | | | | | | | | |
| No post-school qualification | | Certificate I to IV (including trade certificate) | | Advanced diploma/diploma | | | Bachelor degree or above | | | |

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| **PARENT /GUARDIAN 2** | | | | | | | | | | |
| Surname: |  | | Title: (e.g. Mr/Mrs/Ms) | |  | First name: | |  | | |
| Address: |  | | | | | | | | | |
| Home phone: |  | | Work phone: | |  | Mobile: | |  | | |
| SMS messaging: (for emergency and reminder purposes) | | | | | | Yes | | | | No |
| Email: |  | | | | | | | | | |
| **Government Requirement** | Occupation: | | | | What is the occupation group?  (select from list of parental occupation groups in the School Family Occupation Index on p. 11) | | | |  | |
| Religion: (include rite) | | | | | Nationality:  Ethnicity if not born in Australia: | | | | | |
| Country of birth: | Australia | | Other (please specify): | | | | | | | |
| **What is the highest year of primary or secondary school Parent B/Guardian 2 has completed?**  (Persons who have never attended secondary school, tick ‘Year 9 or below’.) | | | | | | | | | | |
| Year 9 or below | | Year 10 or equivalent | | Year 11 or equivalent | | | Year 12 or equivalent | | | |
| **What is the level of the highest qualification Parent B/Guardian 2 has completed?** | | | | | | | | | | |
| No post-school qualification | | Certificate I to IV (including trade certificate) | | Advanced diploma/diploma | | | Bachelor degree or above | | | |

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| **SIBLINGS ATTENDING A SCHOOL/PRESCHOOL** | | | |
| List all children in your family attending school or preschool (oldest to youngest) – include applicant: | | | |
| Name | School/preschool | Year/grade | Date of birth |
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| **HOME CARE ARRANGEMENTS** | | | |
|  | Living with immediate family |  | Out-of-home care |
|  | Carer/guardian |  | Shared parenting,  e.g. one week with each parent:  Days with Parent A/Guardian 1:  Days with Parent B/Guardian 2: |
|  | Kinship care |  | Other (please specify) |

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| **COURT ORDERS OR PARENTING ORDERS (if applicable)** | | |
| Are there any current court orders or parenting orders relating to the student? | Yes | No |
| *If yes, copies of these court orders/parenting orders (e.g. AVOs, Family Court/Federal Magistrates Court orders or other relevant court orders) must be provided.* | | |
| Is there any other information you wish the school to be aware of? | | |

**Please note that the completion, signing and lodgement of this enrolment form is a pre-requisite for consideration of the enrolment of your child at the School, however it does not guarantee enrolment. The enrolment is formalised after the Enrolment Agreement is signed, following an offer for enrolment being made by the School. Please refer to the Terms and Conditions of the Enrolment Agreement for further details and explanation of the terms and conditions that will apply to enrolment at the School, once offered and accepted.**

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| **PARENT/CARER/GUARDIAN SIGNATURE:** |  | Date: |
| **PARENT/CARER/GUARDIAN SIGNATURE:** |  | Date: |

**Note:** The Victorian Government provides the following guidance regarding admission requirements:

*Consent*

The signature of:

* parent as defined in the *Family Law Act 1975*
* Note: In the absence of a current court order, each parent of a child who is not 18 has equal parental responsibility.
* both parents for parents who are separated, or a copy of the court order with any impact on the relationship between the family and the school
* an informal carer, with a statutory declaration. Carers:
* may be a relative or other carer
* have day-to-day care of the student with the student regularly living with them
* may provide any other consent required e.g. excursions.

Notes for informal carer:

* statutory declarations apply for 12 months
* the wishes of a parent prevail in the event of a dispute between a parent legally responsible for a student and an informal carer.

***Disclaimer:*** *Personal information will be held, used and disclosed in accordance with the school’s Privacy Collection Notice and Privacy Policy enclosed with this Enrolment Pack and available on its website* *http://www.stcharlestemplestowe.org.au*

# 

**Safeguarding Children and Young People**

## **Code of Conduct**

## **St. Charles Borromeo**

## **[July, 2016]**

**Purpose**

This Code of Conduct has a specific focus on safeguarding children and young people at **St. Charles Borromeo** against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.

All staff, volunteers, contractors, clergy and board members at **St. Charles Borromeo** are expected to actively contribute to a school culture that respects the dignity of its members and affirms the Gospel values of love, care for others, compassion and justice. They are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

**Acceptable behaviours**

All staff, volunteers, contractors, clergy and board/school council members are responsible for supporting the safety of children by:

* adhering to the school’s child-safe policy and upholding the school’s statement of commitment to child safety at all times;
* taking all reasonable steps to protect children from abuse;
* treating everyone in the school community with respect (modelling positive and respectful relationships and acting in a manner that sustains a safe, educational and pastoral environment);
* listening and responding to the views and concerns of children, particularly if they are telling you that they or another child have been abused or that they are worried about their safety/the safety of another child;
* promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children (for example, by never questioning an Aboriginal and Torres Strait Islander child’s self-identification);
* promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance policy towards discrimination);
* promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities);
* ensuring as far as practicable that adults are not alone with a child;
* reporting any allegations of child abuse to the school’s leadership (or child safety officer if the school has appointed someone to this role);
* understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958 (Vic.);
* reporting any child safety concerns to the school’s leadership (or child safety officer if the school has appointed someone to this role);
* if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe.

**Unacceptable behaviours:**

All staff, volunteers, contractors, clergy and board members must not:

* ignore or disregard any suspected or disclosed child abuse;
* develop any ‘special’ relationships with children that could be seen as favouritism;
* exhibit behaviours with children which may be construed as unnecessarily physical (for example, inappropriate sitting on laps);
* put children at risk of abuse (for example, by keeping individual children in classrooms during breaks);
* initiate unnecessary physical contact with children or do things of a personal nature that a child can do for themselves, such as toileting or changing clothes without written permission from parents or with the Principal’s consent;
* engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities);
* use inappropriate language in the presence of children;
* express personal views on cultures, race or sexuality in the presence of children;
* discriminate against any child, including because of age, gender, race, culture, vulnerability, individuality, sexuality, ethnicity or disability;
* have contact with a child or their family outside of school without the Principal’s knowledge (for example, unauthorised after-hours tutoring, private instrumental/other lessons, sport coaching, social functions and social media);
* accidental contact, such as seeing people in the street, is appropriate;
* have any online contact with a child (including by social media, email, instant messaging etc.) (unless necessary e.g. by providing families with enewsletters or assisting students with their school work);
* use any personal communication channels/device such as a personal email account;
* exchange personal contact details such as phone number, social networking sites or email addresses without Principal’s consent;
* share or upload any photographs or videos of any children without the consent of their parent or guardians;
* work with children while under the influence of alcohol or illegal drugs;
* consume drugs at school or at school events in the presence of children.
* consume alcohol at school or at school events in the presence of children without the Principal’s consent.
* (Adapted from Source: VRQA)

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, confirm I have been provided with a copy of the above Code of Conduct.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, confirm I have been provided with a copy of the above Code of Conduct.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

**St Charles Borromeo Primary School Photograph/Recording Permission Form CHARLES BORROMEO PRIMARY S**

At certain times throughout the year, students may have the opportunity to be photographed or recorded/filmed by the school or its service providers for school publications, such as the school’s newsletter or website and social media, or to promote the school in newspapers and other media.

Melbourne Archdiocese Catholic Schools (MACS) and the Catholic Education Commission of Victoria Ltd (CECV) may also wish to use student photographs/recordings in print and online promotional, marketing, media and educational materials.

We would like permission to use your child’s photograph/recording for the above purposes. Please complete the permission form below and return it to the school as soon as possible.

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| **STUDENT’S FULL NAME:** |  |

I give permission for my child’s:

* name
* photograph
* recording

to be published by the school on/in:

* the school website
* social media
* school blog

<http://www.stcharlestemplestowe.org.au>

<http://scbtblog.global2.vic.edu.au>

* promotional materials
* newspapers and other media
* I authorise MACS to use the photograph/recording in material available free of charge to schools and education departments around Australia for MACS promotional, marketing, media and educational purposes.
* I give permission for a photograph/recording of my child to be used by the school/MACS in the agreed publications without acknowledgment, remuneration or compensation.
* I understand and agree that if I do not wish to consent to my child’s photograph/recording appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the school.

**LICENSED UNDER NEALS:** The photograph/recording may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.

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| **Name of parent/guardian**  **(please circle):** |  | | |
| **Signed:** parent/guardian |  | **Date:** |  |

Any permission and consent given may be withdrawn by the parent/guardian by notifying the school in advance of any photograph or recording being made.

***Disclaimer:*** *Personal information will be held, used and disclosed in accordance with the school’s Privacy Collection Notice and Privacy Policy available on our website.*

**CLASS FRIENDSHIP LIST CONSENT**

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| A Class Friendship List is an individual class list that contains the student’s contact details. It is a great way to keep in touch with other children/families from your child’s class.  By providing consent your child will be included on a Class Friendship List each year. **The authority applies for the duration of time your family is enrolled at St. Charles and can be withdrawn/updated at any time by advising the school in writing.**  The student contact details displayed are: student and guardian names, home phone, mobile phone and email address.  Home phone numbers will not be displayed if the school has been advised that it is a silent number. If consent is not obtained, the student’s first name and first initial of their surname will be the only information displayed on their Class Friendship List.  **Consent:** ❒ **Yes** ❒ **No** |

**SERPELL COMMUNITY RESERVE (BERLEIGH DRIVE) CONSENT FORM**

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| On occasion children are taken down on to the reserve/tennis court area at the rear of the school grounds for sport and recess while accompanied by staff.  I **Consent to my child using the reserve:** ❒ **Yes** ❒ **No** |

*Any personal information will be stored, used and disclosed in accordance with the requirements of the* Privacy Act 1988 (Cth)*.*