

TOORLOO ARM PRIMARY SCHOOL

CONSENT FORM – HEAD LICE INSPECTIONS – YEAR 2015

Throughout the year, the school will be arranging head lice inspections of students.

The management of head lice infestation works best when all children are involved in our screening program.

The school is aware that this can be a sensitive issue and is committed to maintaining student confidentiality and avoiding stigmatisation.

Before any inspections are conducted staff will explain to all students what is being done and why, and it will be emphasised to students that the presence of head lice in their hair does not mean that their hair is less clean or well kept than anyone else's. It will also be pointed out that head lice can be itchy and annoying and if you know you have got the, you can do something about it.

The person conducting the inspections will physically search through each student's hair to see if any lice or eggs are present.

People authorised by the School Principal may also visually check your child's hair for the presence of head lice, when it is suspected that head lice may be present. They do not physically touch the child's head during a visual check.

In cases where head lice are found, the person inspecting the student will inform the student's class teacher and the principal. The school will make appropriate contact with the parents/guardians/carers.

Please note that the law requires that where a child has head lice, that child should not return to school until appropriate treatment has commenced. The school may request the completion of an 'action taken form', which requires parents/guardians/carers to nominate if and when the treatment has started.

Parent's/Guardian's Full Name.....

Address.....Postcode.....

Name(s) of Child/Children attending the school:

Year Level:

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I hereby give my consent for the above named children to participate in the school's head lice inspection program for the remainder of this year.

Signature of Parent/Guardian..... Date.....

PRIMARY SCHOOL PRIVACY NOTICE

Information About The Enrolment Form.

Please Read This Notice Before Completing The Enrolment Form.

This confidential enrolment form asks for personal information about your child as well as family members and others that provide care for your child. The main purpose for collecting this information is so that Toorloo Arm Primary School can register your child and allocate staff and resources to provide for their educational and support needs. All staff at Toorloo Arm Primary School and the Department of Education & Training are required by law to protect the information provided by this enrolment form.

Health information is asked for so that staff at Toorloo Arm Primary School can properly care for your child. This includes information about any medical condition or disability your child may have, medication your child may rely on while at school, any known allergies and contact details of your child's doctor. Toorloo Arm Primary School depends on you to provide all relevant health information because withholding some health information may put your child's health at risk.

Toorloo Arm Primary School requires information about all parents, guardians or carers so that we can take account of family arrangements. Family Court Orders setting out any access restrictions and parenting plans should be made available to Toorloo Arm Primary School. Please tell us as soon as possible about any changes to these arrangements. Please do not hesitate to contact the Principal, Toorloo Arm Primary School, if you would like to discuss, in strict confidence, any matters relating to family arrangements.

Emergency Contacts

These are people that Toorloo Arm Primary School may need to contact in an emergency. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to Toorloo Arm Primary School.

Student Background Information

This includes information about a person's country of birth, aboriginality, language spoken at home and parent occupation. This information is collected so that Toorloo Arm Primary School receives appropriate resource allocations for their students. It is also used by the Department to plan for future educational needs in Victoria. Some information is sent to Commonwealth government agencies for monitoring, planning and resource allocation. All of this information is kept strictly confidential and the Department will not otherwise disclose the information to others without your consent or as required by law.

Religious Affiliation

If you want your child to receive religious instruction while at Toorloo Arm Primary School please complete this section. The Department of Education & Training needs to know what type of religious instruction is sought so the Department can, where possible, provide appropriate religious instruction at Toorloo Arm Primary School.

Immunisation status

This assists Toorloo Arm Primary School in managing health risks for children. This information may also be passed to the Department of Human Services to assess immunisation rates in Victoria. Information sent to the Department of Human Services is aggregate data so no individual is identified.

Visa status

This information is required to enable Toorloo Arm Primary School to process your child's enrolment.

UPDATING YOUR CHILD'S RECORDS

Please let Toorloo Arm Primary School know if any information needs to be changed by sending updated information to the school office. During your child's time with Toorloo Arm Primary School we will also send you copies of enrolment information held by us. Please use this opportunity to let us know of any changes.

ACCESS TO YOUR CHILD'S RECORD HELD BY SCHOOL

In most circumstances you can access your child's records. Please contact the Principal to arrange this. Sometimes access to certain information, such as information provided by someone else, may require a Freedom of Information request. We will advise you if this is required and tell you how you can do this.

If you have any concerns about the confidentiality of this information please contact the Principal. The Department can also provide you with more detailed information about privacy policies that govern the collection and use of information requested on this form. Please call the Department's Privacy Manager on (03) 9637 3601 if you would like this information.