

KATHERINE SOUTH PRESCHOOL ENROLMENT PACK



Child's name: _____

5 Full days per fortnight 8:00am to 2:30pm

(Please note - bus run is only provided for children attending Na-WulgWulg)

Childcare centre:

Little Mangoes	☐
Little Joeys	☐
Katherine East	☐
Kentish	☐
Na-WulgWulg	☐
Little Geckoes	☐
Clyde Fenton	☐

I give consent for Katherine South Primary School to negotiate with my child's centre to finalise placement:

Yes ☐ No ☐

Parent/carer Signature _____ Date _____

Required documents

- ☐ Birth Certificate
- ☐ Immunisation Certificate
- ☐ Visa (if applicable)

Office use only

Student UPN:

(please use Student Master Index)

Year:

Form:

Anticipated start date:

Enrolment status:

Full-time

Part-time

FTE:

Student Enrolment Form

Information and Privacy

The Department of Education is committed to providing Northern Territory students with quality education services. The department needs to ask for personal information from students, parents and guardians so it can plan, provide and report on its services, and to monitor compliance under the *Education Act*. Personal information will only be disclosed for these purposes as permitted by the *Information Act*.

The *Privacy Statement* attached is for your information. Please take the time to read this as it outlines in greater detail the use and disclosure of the information that you provide.

If you need help completing this form, including translation services, please contact your school.

School name:

Has the student ever attended an NT school?

☐ Yes ☐ No

What was the last school the student attended?

School name:

State/Territory:

Country: (if not Australia)

Year/grade/level attained:

Date of leaving:

/ /

Is this student residing in the NT due to a Defence Force posting?

Yes

No

Proof of identity attached (e.g. birth certificate, passport)

Yes

No

Section 1 Student Details

Surname:

Legal surname on birth certificate:

(if different from above)

Previous surname: (if applicable)

1st name: (given name)

2nd name: (middle name)

3rd name: (if applicable)

Preferred first name:

Has the student been known by any other names? (if not listed above)

Other surname/s:

Other first name/s:

Date of birth:	
Gender:	☐ Male ☐ Female
Tribal grouping/clan name: (if applicable)	
Skin name: (if applicable)	
Student's residential address:	
Suburb/town/community:	Postcode:
Student's postal address: (if different from above)	
Suburb/town/community:	Postcode:

Senior secondary students only

Student's contact details:	Phone:
	Mobile:
	Email:
Student's car registration number: (if applicable)	
Is the student independent? (I.e. living without a parent/guardian)	☐ Yes (If yes, all correspondence will be sent to the student). ☐ No (If no, all correspondence will be sent to the parent/guardian).

Section 2 Additional Student Information

Is the student of Aboriginal or Torres Strait Islander origin?	☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander ☐ Yes, both Aboriginal and Torres Strait Islander
Does the student speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	☐ No, English only ☐ Yes, other – please specify:
Is the student an Australian citizen or permanent resident?	☐ Yes ☐ No
If no, what is the visa subclass number: (e.g. 457, 676) If you have any questions about the visa subclass, contact the department's International Services Branch on 8901 4905.	☐ Copy of visa attached?
If born overseas, on what date did the student arrive in Australia?	/ /
In which country was the student born?	☐ Australia ☐ Other – please specify:

Section 3 Special Family Circumstances

Special family circumstances include a single parent, dual custody, foster care, court orders, access restrictions etc. Please provide details of the circumstances.

Are supporting legal documents attached? ☐ Yes ☐ No

Section 4 Parent/Guardian Information

If you are an independent student (living without a parent or guardian) please go straight to Section 7

Parent/guardian 1

Parent/guardian 2

Title: (Mr/Ms/Mrs/Miss)

Surname:

First name:

Middle name:

Relationship to student:
(e.g. father, grandmother)

Responsible for parenting* ☐ Yes ☐ No

Lives with student* ☐ Yes ☐ No

Receive reports etc* ☐ Yes ☐ No

Contact this person in
an emergency?* ☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

(If all the No boxes above are ticked,
please ensure Section 3 is completed.)

Home phone:

Other phone:

Mobile:

Email:

Residential address:

Suburb/town/community:

Postcode:

Postal address:

(if different from above)

Suburb/town/community:

Postcode:

*Tick all boxes that apply

Section 5 Parent/Guardian Background Information

The information requested in this section is collected for national reporting purposes. All parents across Australia are being asked to provide this optional information. It will be used to assist school education authorities in ensuring funding and teaching resources are appropriately allocated to Territory schools as part of the *National Education Agreement*.

Does the parent/guardian speak a language other than English at home?

If more than one language, indicate the one that is spoken most often.

Parent/guardian 1

- ☐ No, English only
☐ Yes, other – please specify

Parent/guardian 2

- ☐ No, English only
☐ Yes, other – please specify

What is the **highest** year of primary or secondary school the parent/guardian has completed?

For persons who have never attended school, mark Year 9 or equivalent or below.

Parent/guardian 1

- ☐ Year 12 or equivalent
☐ Year 11 or equivalent
☐ Year 10 or equivalent
☐ Year 9 or equivalent or below

Parent/guardian 2

- ☐ Year 12 or equivalent
☐ Year 11 or equivalent
☐ Year 10 or equivalent
☐ Year 9 or equivalent or below

What is the level of the **highest** qualification the parent/guardian has completed?

Parent/guardian 1

- ☐ Bachelor degree or above
☐ Advanced diploma/Diploma
☐ Certificate I to IV (including trade certificate)
☐ No non-school qualification

Parent/guardian 2

- ☐ Bachelor degree or above
☐ Advanced diploma/Diploma
☐ Certificate I to IV (including trade certificate)
☐ No non-school qualification

What is the occupation group of the parent/guardian?

Please select the appropriate parental occupation group below (for more details refer to Appendix 2).

If the person is not currently in paid work but had a job or retired in the last 12 months, please use the person's last occupation.

Parent/guardian 1

- ☐ **Group 1**
Senior management in large business organisation, government administration, and qualified professionals
- ☐ **Group 2**
Other business managers, arts/media/sportspersons, and associate professionals
- ☐ **Group 3**
Tradesmen/women, clerks and skilled office, sales and service staff
- ☐ **Group 4**
Machine operators, hospitality staff, assistants, labourers and related workers
- ☐ **Other**
Not in paid work in the last 12 months

Parent/guardian 2

- ☐ **Group 1**
Senior management in large business organisation, government administration, and qualified professionals
- ☐ **Group 2**
Other business managers, arts/media/sportspersons, and associate professionals
- ☐ **Group 3**
Tradesmen/women, clerks and skilled office, sales and service staff
- ☐ **Group 4**
Machine operators, hospitality staff, assistants, labourers and related workers
- ☐ **Other**
Not in paid work in the last 12 months

Section 6 Sibling Information

Does the student have any brothers or sisters at this school?

☐ Yes ☐ No If yes, provide details below

Sibling's given names	Surname	Date of birth
		/ /
		/ /
		/ /
		/ /

Section 7 Additional Emergency Contacts

For an emergency where the parent/guardian/carer cannot be contacted, please provide alternative contacts. For independent students this is the 1st point of contact in an emergency.

	Contact 1	Contact 2
Title: (Mr/Ms/Mrs/Miss)		
Name:		
Relationship: (e.g. aunt, friend)		
Phone 1:		
Phone 2:		

Section 8 Medical Details and Consent

Does your child suffer from any of the following?
(Tick all the boxes that apply)

- | | | |
|---|---|---|
| ☐ Allergies | ☐ Asthma | ☐ Diabetes |
| ☐ Seizure disorder (e.g. epilepsy) | ☐ Hearing impairment | ☐ Physical disability |
| ☐ Speech impairment | ☐ Visual impairment | ☐ Intellectual/learning impairment (e.g. dyslexia) |
| ☐ Acquired brain impairment | ☐ Mental health or behaviour issue (e.g. depression, ADHD) | |
| ☐ Other, please specify: _____ | | |

If you have ticked any of the boxes above please provide further information. Also provide details if the student has any special needs or requires support in school (including details of previous special needs assessments undertaken by a school etc).

NOTE: School staff will administer first aid, seek medical assistance or call an ambulance for the student being enrolled if they judge this to be necessary.

☐ Medication required. Please supply details of any treatments, care or medication required.
(contact school for relevant forms)

Relevant medical consent forms completed and attached: ☐ Yes ☐ No, not required

Immunisation certificate/record provided: ☐ Yes ☐ No

I give consent to the sharing of health information between schools ☐ Yes ☐ No

and Department of Health and Families (DHF) as stated in the privacy statement (for more details see Appendix 1).

Health information may be shared with DHF, which offers student health services including nursing, dental, audiology and general health advice. DHF provides feedback to the schools after health checks (e.g. vision or hearing results.)

I give consent to a school health surveillance check when my child is in Transition and/or Year 1 (if applicable). ☐ Yes ☐ No

I give consent to my primary school child having a dental examination (if applicable). ☐ Yes ☐ No

Parents/guardians will be notified of the result and asked to give consent for any treatment or referrals. No treatment will be carried out without a current signed consent. Parents/guardians are encouraged to accompany their child to appointments.

More information available on website www.health.nt.gov.au/oral_health

NB: Eligibility for public oral health services is restricted to defined client groups and excludes some visa subclass numbers. Information regarding eligibility can be found at www.health.nt.gov.au/Oral_Health/Child_and_Adolescent_Services/index.aspx

Section 9 Additional Consents

Consent for publication of a student's Photo and Work

DoE may record sound and/or vision of a student and their work while they are at school or taking part in school related activities or performances. Photographs of students involved in activities, and work by students, are often published to enable the students to share their experiences and to enable parents and others to be informed about the school or college's work. This does not mean that the student loses ownership of the works.

Please provide consent for the following:

	Use of Student Photograph	Use of Work by Student	Publishing Student First Name	Publishing Student Surname
School/College Newsletter	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
School/College Yearbook	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
School/College/Department Website	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

* Consent for all other media usage should be sought as and when required

Consent for library use

I give consent to authorised access of the student's contact details and library borrowings by LINNet (Libraries in the Northern Territory) and associated libraries.

School libraries use the contact details to provide library borrowing services to students, and may share this information with LINNet and associated libraries. Only authorised library personnel will have access to this information. Please note failure to provide the information in full or part may result in limiting or preventing the student from borrowing from the school library.

☐ Yes ☐ No

Consent for attending religious instruction

I give consent for the student to attend religious instruction. Name of religious instruction you wish the student to attend:

☐ Yes ☐ No

It is your responsibility to notify the school in writing of any changes to the information provided on this enrolment form.

Name of parent/guardian/independent student enrolling the student and providing consents:

(Please print)

Relationship to student: _____

Signature: _____ Date: / /

Name of school witness: _____
(Please print)

Signature: _____ Date: / /

APPENDIX 1 Privacy Statement

For more information regarding the Department of Education (DoE) obligations in relation to protecting your privacy, visit <http://www.education.nt.gov.au/about-us/foi> or contact a DoE Information Officer on (08) 8901 4907. We need enrolment details for the following purposes:

Student Details

- This information is required to discuss matters regarding the student's education, for contact in an emergency or for other educational purposes. These other educational purposes may include:
 - the determination of the number of school aged children in a region, allowing DoE to plan resourcing for schools;
 - to assist in the provision of transport to and from schools;
 - to determine whether all school-aged children are enrolled in an educational facility as required by the NT *Education Act*;
 - any requirements under relevant laws of either the Northern Territory or Australian Government; and
 - students' names and demographic information may be verified against health records.

Student and Parent Background Information

- Some of this information is a standard requirement on all enrolment forms Australia wide as part of the National Education Agreement. The information you provide will assist school education authorities in ensuring funding and teaching resources are appropriately allocated to Territory schools. Some of this information will be forwarded to the Australian Government as required under the appropriate legislation.

Additional Emergency Contacts

- This is required in the event that the school is unable to contact parents/guardians. Please ensure that the people named have agreed to their details being provided to the school.

Special Family Circumstances

- Additional information about parents/guardians. This is needed so that we are aware of family arrangements e.g. foster care, dual custody, access restrictions. Please provide any relevant Court Orders including access restrictions and parenting plans, and inform the school as soon as possible about any changes to your family arrangements.
- Contact your school principal if you would like to discuss, in strict confidence, any matters relating to these arrangements.

Medical Details and Consents

- Health information is required so that our staff can properly care for your child. Please ensure this is up-to-date, as incomplete or inaccurate health information may put your child's health at risk.
- Contact information may be shared with staff of the Department of Health and Families (DHF) should nurses, dentists, audiology staff and health workers need to contact parents/ guardians. The school may need to disclose personal and sensitive information to medical practitioners, and people providing services to the school, including specialist visiting teachers and counsellors.
- We require details of student medical conditions and/or disabilities, and medication they may need while at school. If possible, please provide medication to the school in an authorised pharmacy packet.
- Please inform the school if your child develops a medical condition that may require regular or emergency treatment by school staff.
- Medical information will be shared with school staff on a "need to know" basis. Relevant sections of your child's medical records may be held at the school in suitable locations to ensure that appropriate action is taken in emergencies.
- Health information may also be shared with DHF, which offers student health services including nursing, dental, audiology and general health advice. DHF provides feedback to the schools after health checks (e.g. vision or hearing results) to ensure the student is properly cared for at school.
- DHF may provide medical information back to the school to assist in planning appropriate health interventions and to assist in classroom curriculum activities.

Please contact the school if you require further information or clarification regarding the DoE Medications Policy.

Access to Your Child's Record Held by the School

In most circumstances you are able to access your child's records. Please contact the Principal to do so. If you have any concerns about the privacy of this information please contact the Principal.

APPENDIX 2

List of Parent or Guardian Occupation Groups

Group 1

Senior management in large business organisation, government administration and defence, and qualified professionals

Senior executives/manager/department head in industry, commerce, media or other large organisation.

Public service manager (Section head or above), regional director, health/education/police/fire services administrator

Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]

Defence Forces Commissioned Officer

Professionals generally have a degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.

Health, Education, Law, Social Welfare,

Engineering, Science, Computing professional

Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

Group 2

Other business managers, arts/media/ sportspersons and associate professionals

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

Specialist manager [finance/engineering/production/ personnel/industrial relations/sales/marketing]

Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]

Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]

Associate professionals generally have diploma/ technical qualifications and support managers and professionals.

Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional

Business/administration [recruitment/employment/ industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

Defence Forces senior Non-Commissioned Officer

Group 3

Tradesmen/ women, clerks and skilled office, sales and service staff

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/ women are included in this group.

Clerks [bookkeeper, bank clerk/PO clerk, statistical/ actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/ registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/ transport/ shipping clerk, bond clerk, customs agent, customer services desk, admissions clerk]

Skills office, sales and service staff

Office [secretary, personal assistant, desktop publishing operator, switchboard]

Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

Service [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

Group 4

Machine operators, hospitality staff, assistants, labourers and related workers

Drivers, mobile plant, production/processing machinery and other machinery operators.

Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]

Office assistants, sales assistants and other assistants.

Office staff [typist, word processing/data entry/business machine operator, receptionist, office assistant]

Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]

Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

Labourers and related workers

Defence Forces ranks below senior NCO are not included above

Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]

Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

Supplementary Preschool Enrolment Form

Under the Education and Care Services (National Uniform Legislation) Act (NT) and the Education and Care Services National Regulations, preschool records must include other prescribed information and authorisations in addition to the information currently collected on the standard student enrolment form. The below information must be collected for all children enrolling in preschool.

1. Student details		
Surname		
Given name (First name)		
Preferred name (if different from above)		
2. Authorised nominees - a person who is given permission to collect the child from preschool		
I would like to provide authorised nominees for my child. If no, go to question 4		Yes / No
	Authorised nominee 1	Authorised nominee 2
Relationship to child		
Name in full		
Mobile		
Home phone		
Work phone		
Residential address		
Suburb/town/community		
Postcode		
3. Authorisations for authorised nominees		
I authorise the above listed authorised nominees to give permission for my child in the following circumstances if a parent cannot be contacted:		
a. Consent to medical treatment of, or the administration of medication to, my child.		Yes / No

b. Authorise an educator to take my child outside the education and care service premises.	Yes / No
c. Authorise the preschool to transport or arrange for transportation of my child.	Yes / No
4. Authorisations for Department of Education and Training (department), principal or school staff	
I authorise the department, principal or school staff to:	
a. Seek medical treatment for my child from a registered medical practitioner, hospital or ambulance in an event that such action is deemed necessary.	Yes / No
b. Transport my child by ambulance in an event that such action is deemed necessary.	Yes / No
c. Take my child on planned regular outings which have been communicated to me in advance and are a regular part of the educational program. A separate authorisation will be sought from parents and guardians for one-off type excursions.	Yes / No
d. Take, use and store images or videos of my child for purposes related to the educational program. Where images are being stored using applications from the department's Digital Application Catalogue, the relevant digital applications consent form has been completed.	Yes / No Yes / No
e. Take visual or sound recordings to be used in the department's media productions and publications. This also may include the school publications such as the school newsletter, yearbook or website.	Yes / No
f. Where installed, I note that closed-circuit television systems (CCTV) may capture footage of my child for the purposes of enhancing the safety and security of children and adults.	Noted
5. Additional medical details	
Does your child have any medical conditions, allergies or health care needs?	Yes / No
If you answered yes to the above question: - ensure you have provided details in Section 8 of the Student Enrolment Form - work with the preschool teacher to develop a Preschool health care plan for your child. Refer to the Managing health care needs in preschool guidelines for further information about how the preschool will manage your child's health care needs.	
Has your child been prescribed medication for a medical condition?	Yes / No
Note that the Education and Care Services National Law requires that a child is unable to attend preschool without their prescribed medication.	

Refer to the Administration of Medications to students with notified medical conditions policy for forms and further information.	
Student's Medicare number	
Doctor or medical centre name	
Doctor or medical centre address	
Doctor or medical centre phone	
6. Cultural Background	
What is your child's cultural background?	
What is the cultural background of the child's parents, if applicable?	
7. Special considerations	
Does the preschool need to be aware of any special considerations for your child, for example, cultural requirements, religious requirements, dietary restrictions or additional needs?	Yes / No
If YES, provide details.	
8. Parent signature	
Signature of parent	
Name in full	
Date	

Office use only	
If the parent has notified that the child has a medical condition, allergy or other health care needs:	
1. Has a member of school staff sighted an existing health care record for the child?	Yes / No

If YES, please provide details	
2. Has a meeting been established with the parent to develop a Preschool health care plan?	Yes / No

Collection notice

The information collected in this form will only be used for the purpose for which it is being collected. All information will be treated confidentially, stored in a secure location, and destroyed in line with legislated retention and disposal schedules to ensure that every students' right to privacy is maintained. For more information, go to the Department of Education and Training's Policy and Advisory Library and read the Privacy Policy.

Consent Form Schedule

Name of Northern Territory Department of Education Activity:

All general coverage (media or otherwise) associated with school-related activities or performances.

Any works which may be recorded/copied:

Any of the works done by the student as part of a school activity.

Vision/sound to be recorded:

Any vision, photographs, interviews or audio associated with the general media and/or educational activities.

Date or dates of activity/performance:

As decided from time to time by the school.

Location(s) of activity/performance:

As advised by the school before the event.

Name of person to whom I shall report:

As advised by the school before the event.

Comments:

Student Consent Form – Media & Intellectual Property

This document gives the Northern Territory of Australia (NT) and its Department of Education and Children's Services (DOE) permission to use works created by students in the course of their studies for purposes associated with the promotion of DOE or the Northern Territory and in educational resources created or published by DOE or the Northern Territory. This does not mean that you, the student, lose ownership rights over your works—simply that DOE has permission to use your works for the purposes mentioned.

It also gives permission for NT and DOE (and media organisations, but only with DOE permission) to use audio and visual recordings of students in publications, communications and media generally.

Name of Student:

Name of Parent/Guardian:

Address:

1. During the course of my studies with DOE I may produce works that create intellectual property rights, for example, copyright. These works may form part of my academic assessment or my studies generally.
2. These works might include my written work (e.g. stories and poems), paintings, pictures, drawings, designs, photographs, videos, films, music, performance, computer programs, web sites, sculptures, fashion or costume, metal or wood works or any other works I create.
3. DOE may record sound and/or vision of me and my works whilst I am at school or taking part in school-related activities or performances.
4. DOE understands that I own the intellectual property rights in my works and that this Consent Form is not meant to transfer my ownership.
5. I give permission to NT and DOE (and media organisations, but only with DOE permission) to use my works, my sound/vision, and/or my name in publications, communications and media generally.
6. I understand that should I choose to withdraw my permission, I can only do so by notifying DOE in writing, and understand that my withdrawal of permission is not retrospective.
7. DOE understands that I may choose to give permission to other people to also use my works.
8. I understand that by giving this permission, DOE can use my works, my sound and/or my vision in any way it chooses, for the purposes described above. It may be reproduced in any form, in whole or in part, and distributed by any medium including but not limited to Intranet, Internet, CD, DVD, social media, or other multimedia uses.
9. DOE may disclose my works, my sound/vision, and/or my name or permit other people to use and reproduce these on similar terms to this consent. I understand that DOE may not always name me in recordings, images or copies of my work and consent to any uses that might otherwise breach my moral rights (eg the right to be named as the creator of my work).
10. I understand that I will not be paid by DOE for giving this permission or for the use of my works, sound or vision.
11. Wherever possible, the Northern Territory of Australia will remain sensitive to and understanding of cultural, family and personal sensitivities.

Are you of Indigenous or Torres Strait Islander descent? ☐ Yes ☐ No

Any special consideration for use of the visual/audio recording(s):

12. As the parent/guardian signing this consent form I understand that if I or other members of my family are participants at school events involving my child, that sound or vision of me or other members of my family may also be used by the NT and DOE in publications, communications and media generally.

Signature of student:

Signature of parent/guardian:

Signature of Witness:

Signature of Witness:

Name of Witness:

Name of Witness:

Date:

Date:

Collected on behalf of the Northern Territory of Australia by:

Name:

[Teachers name]

Signature:

The Northern Territory of Australia is collecting the information in this form to obtain permission to use visual and audio recordings in Northern Territory of Australia publications, communications and media generally. Visual and/or audio recordings, or personal information included in this form may be supplied to contractors or service providers engaged by the Northern Territory of Australia to develop or produce publications, communications and media generally. Visual and/or audio recordings or personal information included in this form may also be provided to media organisations for DOE promotional and news purposes. You are entitled at any time to access and amend the information provided by you on this form. Withdrawal of permission is not retrospective.

Northern Territory Government, GPO Box 4396, Darwin NT 0801, Australia

For more information please contact:

Agency Name:

[School name]

Telephone No:

[School phone number]



Riverbank Drive
PO Box 721
KATHERINE NT 0851

Telephone: (08) 8972 1277
Facsimile: (08) 8972 1857

Local Media Release Form

I grant permission for my child to be included in any media activities to promote Katherine South Primary School in the local papers such as the Katherine Times and the Northern Territory News, this does also include Facebook. This may be in the form of photos/articles (either in a group or individually) and may include children's names.

Student Name: _____

Parent/Guardian Signature: _____

Date: _____

The information contained in this facsimile message may be confidential, and may also be the subject of public interest immunity, legal privilege or legal professional privilege. If you are not the intended recipient, any use, disclosure or copying of this document is unauthorised. If you have received this document in error, please telephone: (08) 89721277.

Acceptable Use Agreement for Early Years Students

The following agreement covers the student's use of Internet, intranet, portal, student profiles, network and email.

_____ School provides all students enrolled at the school with Information Communication and Technology (ICT) facilities for educational use.

As your child is considered too young to fully understand this type of agreement, therefore you are asked to read through the document carefully, and to sign it if you grant approval for your child to make use of the available facilities.

Students may use these facilities for class work, research and communication. The resources provided include computers and peripherals, access to network resources, e-mail, the NT DoE Educational Portal and the Internet. Care must be taken to ensure the resources are protected from harm and that no users are exposed to materials considered offensive or illegal. In order to have access to the school's ICT resources, parents / guardians and students must agree to abide by the school's Acceptable Use Agreement.

1. Only software purchased or approved by the school, and installed by the school, can be used on school equipment.
2. Software copyright is to be observed at all times. It is illegal to copy or distribute school software. Illegal software from other sources is not to be copied to or installed on the school equipment.
3. Students must respect intellectual property and adhere to copyright, software piracy and fair dealing laws associated with learning technologies.
4. Students must follow the rules posted for the use and care of the computer equipment at all times.
5. Students using the ICT facilities may only do so under the supervision of school staff. Any students not following staff instructions may have further access restricted or denied.
6. Privacy and network security is to be observed. Students must not under any circumstances access personal files belonging to others, software or areas of the network which are not designated for their use.
7. The sharing of passwords is a security risk. Students must not give their password to other students or log in with another users name under any circumstances.
8. All users must log off when leaving a computer.
9. There should be no disruption to class activities by unauthorised broadcast messages across the school network.
10. Virus protection is very important. If students use portable drives or discs to transfer work between the school network computers and computers outside the network, disks must be scanned for viruses prior to use on the school network. Virus checking software will be made available on the school computers for this purpose.
11. Printing of materials of a personal nature or unassociated with school activities are not permitted unless approval is sought from a school staff member. This may incur a charge.
12. The use of ICT facilities, specifically the Internet, is for educational, communication and research purposes only:

- Deliberate attempts to look for or download and use material that is illegal or which would be thought of as offensive is not permitted. Only materials required for school activities as directed by teachers may be downloaded. If students should unknowingly navigate to a web site that contains material that may be considered offensive, they must clear the screen immediately and notify the teacher.
- Inappropriate language or harassing others when communicating online is not permitted.
- Privacy and ownership of others' work and materials from web sites must be respected at all times.
- The use of on-line chat facilities and instant messaging must only be carried out under the supervision of a staff member and must only be as part of educational on-line activities. Safe Internet practises must be applied.
- Personal details of students may only be provided online if permission is given by a teacher.

***Note:** Deliberate misuse of computer equipment and software or deliberate breaches of the conditions of this agreement may result in access restrictions to ICT facilities by the student (s) involved and result in discipline by school administration.*

By signing this agreement and using the equipment and resources of

School, the parent acknowledges the conditions under which their child will use the ICT facilities.

Parent

I understand the conditions under which ICT facilities are made available and agree to those conditions. I further understand that additional explanations have been provided to my child, copies of which can be obtained from the school upon request.

I understand that my child may be accessing the Internet for educational purposes or in accordance with this Agreement.

I understand that any use of facilities contrary to this Agreement, or generally, will be treated as a breach of school discipline and shall be dealt with accordingly.

The school reserves the right to vary the terms of this Agreement to accommodate unforeseen circumstances relating to the use of facilities by students. Variations shall be in writing signed by the school Principal, and shall be distributed to students and shall take effect accordingly.

Please Print (Parent / Guardian) Name:

Student Name:

Address:

Signature: _____

Agreement signed this _____ day of _____ 20____



SUN SAFETY CONSENT FORM

I/We are aware that too much exposure to sun light in the school yard may result in harm to my child, e.g. skin damage.

Child's name: _____

Class: _____

1. I have read and support the school's sun safety procedures **Yes / No**
2. I am happy for my child to use the sunscreen supplied by the school **Yes / No**
3. I will provide my child with a sunscreen product to be used at school and on school outings in accordance with the school's procedures **Yes / No**
4. Due to my child having known allergies to sunscreen, please **ONLY** use the following brand/type of sunscreen _____

If your child has a known allergy, please ensure this is stated.

Parent's Name: _____

Sign: _____

Date: _____

Dear Families,

Please read over part of the Katherine South Preschools SunSmart/Sub Protection/UV Protection policy and complete the Sun Safety Consent Form. If you would like to read the full policy document please see a staff member.

Many thanks

The Preschool Team



When used in its entirety, this policy ensures your service is following current evidence-based Cancer Council sun protection guidelines and recommendations. Any changes or adjustments to the policy may mean it no longer meets SunSmart guidelines. (August 2021)

Katherine South Preschool's SunSmart / Sun protection / UV Protection Policy

This policy applies to all service events on and off-site.

Purpose

Our Katherine South Preschool SunSmart policy has been developed to ensure all children, employees and visitors attending our service are protected from UV.

This policy provides guidelines to:

- ensure all children, educators and staff are protected from over-exposure to UV radiation;
- ensure the outdoor environment provides shade for children, educators and staff;
- ensure children are encouraged and supported to develop independent sun protection skills;
- support duty of care and regulatory requirements; and
- support appropriate WH&S strategies to minimise UV risk and associated harms for educators, staff and visitors.

Background

The sun's ultraviolet (UV) radiation can't be seen or felt and is most intense during the middle of the day. Whatever the weather, it's important for people of all skin types to use sun protection whenever UV levels are three or higher.

Too much of the sun's UV can cause sunburn, skin and eye damage and skin cancer. Australia has one of the highest rates of skin cancer in the world, with two in three Australians developing some form of skin cancer before age 70. Infants and toddlers up to four years of age are particularly vulnerable to UV damage due to lower levels of melanin and a thinner stratum corneum (the outermost layer of skin). UV damage accumulated during childhood and adolescence is strongly associated with an increased risk of skin cancer later in life.

By teaching sensible sun protection habits from an early age and implementing sun protection measures, early childhood services can play a significant role in reducing skin cancer risk.

Katherine South Preschool SunSmart /Sun Protection/ UV Protection Policy Review Date: March 2024

Legislation and Standards

Education and Care Services National Law Act 2010: Section 167: Protection from harm and hazards
Education and Care Services National Regulations 2011

Part 4.2: Children's health and safety	
Reg 100	Risk assessment must be conducted before excursions
Part 4.3: Physical Environment	
Reg 113	Outdoor space: natural environment
Reg 114	Outdoor space: shade
Part 4.7: Leadership and service management	
Reg 168 (2)(a)(ii)	Policies and procedures: Sun protection
Reg 170	Policies and procedures to be followed
Reg 171	Policies and procedures to be kept available
Reg 172	Notification of change to policies or procedures

Special note regarding infants

SunSmart practices consider the special needs of infants. All babies under 12 months are kept out of direct sun when UV levels are 3 or higher. The best sun protection can be achieved when a combination of physical sun protection measures such as shade, clothing and hats are used. For those small areas of exposed skin not protected by clothing or hats, apply sunscreen to infants six months and older. The widespread use of sunscreen on babies under 6 months old is not recommended.

Procedures

To assist with the implementation of this policy, educators and children are encouraged to access and display the daily local sun protection times

The sun protection times are a forecast from the Bureau of Meteorology for the time of day UV levels are forecast to reach three and above.

Sun protection times

UV levels vary across Australia and throughout the year. UV is typically three and above in the Northern Territory as listed below. There may be times UV levels are three and above outside these periods.

- **NT**
All year.
Wherever practicable, outdoor activities should take place before 10am and after 3pm, when UV levels are lower.

The sun protection measures listed are used for all outdoor activities **during the daily local sun protection times**.

A combination of sun protection measures are considered when planning all outdoor activities such as excursions and water play.

1. Seek shade

- Management makes sure there is a sufficient number of shelters and trees providing shade in the outdoor area particularly in high-use areas.
- The availability of shade is considered when planning all outdoor activities.
- Children are encouraged to choose and use available areas of shade when outside.
- Play activities will be set up in the shade and moved throughout the day to take advantage of shade patterns.
- Children who do not have appropriate hats or outdoor clothing are asked to choose a shady play space or a suitable area protected from the sun.
- In consultation with the service's committee, shade provision is considered in future plans and upgrades.
- A shade assessment is conducted regularly to determine the current availability and quality of shade.

Katherine South Preschool SunSmart /Sun Protection/ UV Protection Policy Review Date: March 2024

2. Slip on sun-protective clothing

- Children are required to wear loose-fitting clothing that covers as much skin as possible. Clothing made from cool, densely woven fabric is recommended. Families are asked to choose tops with elbow-length sleeves, higher necklines (or collars) and knee-length or longer style shorts, skirts and dresses for their child. If a child is wearing a singlet top or shoestring dress, they will be asked to choose a t-shirt/shirt to wear over this before going outdoors.

3. Slap on a hat

- All children and educators are required to wear hats that protect their face, neck and ears (legionnaire, broad-brimmed or bucket style). Peak caps and visors are not considered a suitable alternative.
- Children without a sun protective hat are provided with one where possible.

4. Slop on sunscreen

- SPF30 (or higher) broad-spectrum, water-resistant sunscreen is supplied by the service and/or families.
- Sunscreen is applied in accordance with the manufacturer's directions (which state to apply at least 20 minutes before going outdoors and reapply every two hours (or after sweating, towel drying or swimming)). **The current brand we use at Katherine South Preschool is Woolworths Everyday SPF50+.**
- To help develop independent skills ready for school, children from three years of age are given opportunities to apply their own sunscreen under supervision of staff and are encouraged to do so.
- Sunscreen is stored in a supervised, cool place, out of the sun and the expiry date is monitored.
- Where children have allergies or sensitivities to sunscreen, parents are asked to provide an alternative sunscreen or children are encouraged to play in the shade.
- Cancer Council recommends a usage test before applying a new sunscreen.

5. Slide on sunglasses [if practical]

- Where practical, children are encouraged to wear close-fitting, wrap-around sunglasses that meet the Australian Standard 1067 (Sunglasses: Category 2, 3 or 4) and cover as much of the eye area as possible.

Learning and skills

- Sun protection is incorporated into the learning and development program.
- The SunSmart policy is reinforced by educators and through children's activities and displays.
- Educators are encouraged to complete Cancer Council's free Generation SunSmart online learning modules.
- Children are encouraged to be involved in initiatives to promote and model sun protection measures at the service including taking leadership roles in managing sun protection e.g. accessing daily UV levels and sun protection times, hat reminders and management of sunscreen.

Engaging children, educators, staff and families

- Educators, staff and families are provided with information about sun protection through family newsletters, service handbook, noticeboards and the service's website.
- When enrolling their child, families are:
 - informed of the service's Katherine South Preschool SunSmart policy;
 - asked to provide a suitable sun protective hat, covering clothing and sunscreen for their child;
 - required to give permission for educators to apply sunscreen to their child; and
 - encouraged to use SunSmart measures themselves when at the service.

WH&S

As part of WH&S UV risk controls and role-modelling, educators, staff and visitors:

- wear a suitable sun-protective hat, covering clothing and, if practical, sunglasses;
- apply sunscreen; and
- seek shade whenever possible.

Monitoring and review

- All staff, including management and educators, monitor and review the effectiveness of the Katherine South Preschool policy and revise the policy when required (at least once every year) by completing a

Katherine South Preschool SunSmart /Sun Protection/ UV Protection Policy Review Date: March 2024

policy review and membership renewal with CC Darwin NT / SunSmart at <https://www.cancer.org.au/cancer-information/causes-and-prevention/sun-safety/be-sunsmart/sunsmart-in-schools/nt>.

- Katherine South Preschool policy updates and requirements will be made available to educators, staff, families and visitors.

Please note: Certain health conditions and medications mean some people are more sensitive to UV radiation and need to use sun protection at all times regardless of the UV levels. Please make sure your policy includes the particular needs of these children and staff at your service. For further information visit [Cancer Council Australia's website](https://www.cancer.org.au/cancer-information/causes-and-prevention/sun-safety/be-sunsmart/sunsmart-in-schools/nt).

Relevant documents / links

- [Belonging, Being and Becoming – The Early Years Learning Framework](#) (July 2009)
- [Australian Professional Standards for Teachers](#) (APST) – Standard 4.4 and 7.2
- ARPANSA [Radiation Protection Standard for Occupational Exposure to Ultraviolet Radiation](#) (2006)
- Safe Work Australia: [Guide on exposure to solar ultraviolet radiation \(UVR\)](#) (2019)
- AS 4174:2018 Knitted and woven shade fabrics
- AS/NZS 1067.1:2016, Eye and face protection - Sunglasses and fashion spectacles
- AS/NZS 4399:2020, Sun protective clothing - Evaluation and classification
- AS/NZS 2604:2012 Sunscreen products - Evaluation and classification
- Australian Government Therapeutics Goods Administration (TGA) – Australian regulatory guidelines for sunscreens: [4. Labelling and advertising – directions for use of the product](#)
- AS/NZS 4685.0:2017, Playground equipment and surfacing - Development, installation, inspection, maintenance and operation.6.2.1 General considerations, 6.3.9 Shade and sun protection, Appendix A Shade and sun protection

National Quality Standards

Quality Area (QA) / Standard (S) / Element (E)

QA 1	Educational program and practice
S 1.1 Program	The Educational program enhances each child's learning and development.
E 1.1.1	Curriculum decision making contributes to each child's learning and development outcomes in relation to their identity, connection with community, wellbeing, confidence as learners and effectiveness as communicators.
E 1.1.3	All aspects of the program, including routines, are organised in ways that maximise opportunities for each child's learning.
S 1.2 Practice	Educators facilitate and extend each child's learning and development.
E 1.2.2	Educators respond to children's ideas and play and extend children's learning through open-ended questions, interactions and feedback.
E 1.2.3	Each child's agency is promoted, enabling them to make choices and decisions that influence events and their world.
QA 2	Children's health and safety
S 2.1 Health	Each child's health and physical activity is supported and promoted
E 2.1.1	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
E 2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented.
E 2.1.3	Healthy eating and physical activity are promoted and appropriate for each child.
S 2.2 Safety	Each Child is protected
E 2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
QA 3	Physical environment
S 3.1 Design	The design of the facilities is appropriate for the operations of a service
E 3.1.1	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
S 3.2 Use	The service environment is inclusive, promotes competence and supports exploration and play-based learning.
E 3.2.1	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.

QA 5	Relationships with children
S 5.2 Relationships between children	Each child is supported to build and maintain sensitive and responsive relationships
E 5.2.1 Collaborative learning	Children are supported to collaborate, learn from and help each other.
QA 6	Collaborative partnerships with families and communities
S 6.1 Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
E 6.1.2	The expertise, culture, values and beliefs of families are respected, and families share in decision-making about their child's learning and wellbeing.
E 6.1.3	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.
S 6.2 Collaborative partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing.
QA 7	Governance and Leadership
S 7.1 Governance	Governance supports the operations of a quality service.
E 7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service