

NAME OF PARTICIPANT: _____

CASEY TECH SCHOOL

PUBLIC COMMUNITY PROGRAMS (ONLINE)

Permission Form

Thank you for booking into a Public Program at Casey Tech School. To ensure participants' safety, wellbeing and enjoyment of the program, please read and complete the following form, including:

- Child Safety Commitment & Code of Conduct
- Media Release Waiver
- Survey Authorisation

Once completed, please return the form to Casey Tech School via the following:

Post: PO Box 684 Dandenong, Vic 3175
or Email: admin@caseytechschool.vic.edu.au

Should you have any further questions, please contact our Administration on 1300 120 345.

Chisholm



Education
and Training

COMMITMENT TO CHILD SAFETY

Casey Tech School and Chisholm Institute are committed to the Australian laws governing Child Safety.

All children who attend Casey Tech School programs have a right to feel and to be safe. The wellbeing and safety of all children in our care is our first priority and we have zero tolerance to child abuse. The wellbeing, safety and protection of children is the responsibility of everyone who is employed at, or is engaged by CTS in child-connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and/or linguistically diverse backgrounds, and those with a disability.

All staff employed by Casey Tech School and Chisholm Institute maintain current and valid Working with Children Check qualifications.

For more information, please see <https://www.chisholm.edu.au/child-safe-statement>

CODE OF CONDUCT

BEHAVIOUR EXPECTATIONS AT CASEY TECH SCHOOL

At all times, visitors and participants at Casey Tech School programs are expected to:

- Comply with all policies, procedures and other requirements of Casey Tech School and Chisholm Institute
- Comply with all lawful and reasonable directions from staff
- Respect staff and other program participants
- Ensure the safety, comfort and freedom of others
- Demonstrate honest, responsible, courteous and ethical behaviour
- Use all equipment and resources safely, appropriately and legitimately
- Allow only appropriate materials to be displayed, through appropriate avenues
- Provide honest and accurate information in all appropriate matters and upon request
- Use recognised Casey Tech School and Chisholm procedures and processes for complaints, redress and resolutions
- Comply with all occupational health and safety (OHS) requirements

Failure to meet any of these standards of behaviour represents a breach of the code of conduct. Participants that breach the code of conduct will be asked to leave the program immediately, and parents will be contacted.

I have read the Code of Conduct and I agree:

☐ Yes ☐ No

Parent/Guardian initials




MEDIA RELEASE WAIVER

PHOTOGRAPHS AND FILMING BY CASEY TECH SCHOOL

Casey Tech School is seeking your consent to photograph and film the participant and their work during their participation in Casey Tech School programs. If you consent, Casey Tech School (CTS) may use the photographs and film (images) of the participant and their work in the following ways:

- in Casey Tech School's publicly available website and social media accounts.
- in promotional material for Casey Tech School, including in public advertisements.
- in Casey Tech School's newsletter and other communications to the public.

The participant may be identified by first name only in these images. Please read this form carefully. If you do not understand any aspect, please contact Casey Tech School on 1300 120 345.

Privacy Protection

Photographs and film of a person that may be capable of identifying the person may constitute a collection of 'personal information' under Victorian privacy law. This means that any images of the participant taken by Casey Tech School may constitute a collection of personal information. Casey Tech School values the privacy of every person and must comply with Victorian privacy law when collecting and managing all personal information. Please see further our collection notice on page 5 for information around collection of personal information.

Ownership and Reproduction

Copyright in the images will be wholly owned by Casey Tech School. This means that Casey Tech School may use the images the ways described in this form without notifying, acknowledging or compensating the participant.

Your Authority and Consent

I have read the Media Release Waiver and I consent to Casey Tech School photographing and filming the participant named below and their work, and I acknowledge that:

- Casey Tech School may use images of the participant and their work in the ways described in this form from the date that I sign this form;
- I must notify Casey Tech School if I wish to withdraw my consent, but I may not be able to withdraw my consent if the images have already been published and are in the public domain.

☐ Yes ☐ No

Parent/Guardian initials

SURVEY AUTHORISATION

At the conclusion of the Tech School program, the participant will be invited to participate in an anonymous online survey providing their thoughts and opinions regarding the Tech School and the programs they have just attended. I give consent for the participant to be invited to participate in the survey at the conclusion of the Tech School visit:

☐ Yes ☐ No

Parent/Guardian initials

Chisholm



DETAILS

NAME OF PARTICIPANT:

PROGRAM:

NAME OF PARENT/ GUARDIAN:

SIGNATURE:

DATE:

COLLECTION NOTICE

Your personal information has been collected by Chisholm Institute (ABN 65 335 795 326) or our related bodies corporate ('us', 'we' or 'our').

We collect personal information about you:

- in order to respond to your enquiry or to provide you with any information that you request (including in relation to the courses and educational services that we offer); and
- for the purposes otherwise set out in our Privacy Policy (available at www.chisholm.edu.au/privacy).

The types of personal information that we collect may include your name, mailing or street address, email address, telephone number and other contact details, together with details of any request or enquiry that you have made. We may also collect additional types of personal information about you as set out in our Privacy Policy from time to time.

The personal information that you provide will be collected by or on behalf of us and may be disclosed to other relevant third parties where relevant or necessary to respond to your request or enquiry, including our business partners, information technology and communications service providers or as required by law. If you do not provide your personal information, we may not be able to contact you to respond to your request or to provide any information that you are seeking. We may disclose your personal information to recipients that are located outside of Victoria, including to our records storage service provider, who is located in New South Wales.

Our Privacy Policy explains: (i) how we store and use, and how you may access and correct your personal information; (ii) how you can lodge a complaint regarding the handling of your personal information; and (iii) how we will handle any complaint. If you would like any further information about our privacy policies or practices, please contact us via email to privacy@chisholm.edu.au or by post to The Privacy Officer, Chisholm Institute, 121 Stud Road, Dandenong, Victoria, 3175, Australia. By providing your personal information to us, you consent to the collection, use, storage and disclosure of that information as described in our Privacy Policy and this collection notice.