

PARENT/CARER AND SCHOOL PRINCIPAL CONSENT FORM

School Sport Victoria Student Leaders Group - 2023

School Sport Victoria, as part of the Department of Education and Training, delivers an extensive school sport program to primary and secondary students across Victoria.

School Sport Victoria is seeking student feedback to inform the future of school sport in Victoria.

Students are encouraged to nominate for the SSV Student Leaders Group for 2023.

As part of the nomination, consent is required from both the students' parent/carer and school Principal to participate.

This consent form is to be signed and attached as part of the student's application. Further details on applying for the SSV Student Leaders Group [webpage on the SSV website](#).

As part of the SSV Student Leaders Group, student feedback will be sought through:

- Online group discussions, facilitated by two designated facilitators appointed by School Sport Victoria. A qualified teacher appointed by School Sport Victoria will also be present in the group discussions. These group discussions will be held during school time and it is expected that the student's school provides supervision during their participation.
- A face-to-face group session, to be held in metropolitan Melbourne. Further details will be provided as well as a consent form specific to this excursion.

A School Sport Victoria staff member may be present in the group sessions (online and face to face).

IMPORTANT INFORMATION FOR PARENTS/CARERS AND SCHOOLS

Department's collection, use and disclosure of personal information

The Department intends to use, disclose and store student feedback as part of the SSV Student Leader Group discussions (online and face to face) to inform future opportunities for student engagement in sport and physical activity.

Where appropriate, school staff or service providers may access information collected in these discussions for permitted purposes.

For more information about how School Sport Victoria handles personal information, please see School Sport Victoria's Privacy Policy and Photography, Filming and Recording Students Policy at [SSVPolicyPrivacyPhotographyFilmingSocialMediaPolicy](#).

What information will be used?

Students will be encouraged to express their personal feedback and experience as part of the SSV Student Leader Group discussions.

Any reporting on student feedback will be provided to School Sport Victoria at an aggregate level where individual contribution is de-identified.

The following information about the student will be noted and used to inform any small discussion groupings, however it will not be used to identify a student in any reporting on student feedback: student's name, gender, age, whether the student is of Aboriginal or Torres Strait Islander descent, languages spoken at home other than English, participation in sport and whether the student has a disability.



Will sessions be recorded and/or images of students taken?

The School Sport Victoria Student Leaders Group discussions will not be recorded, to allow students the freedom to share their views, opinions and feedback within members of the group.

However, School Sport Victoria would like to share the outcomes of the group's work and therefore is seeking permission to capture images or videos of students, to share the experiences of students who have participated in the group discussions.

How do we protect personal and other information?

Victorian privacy laws require School Sport Victoria, as part of the Department, to handle personal and health information in accordance with the [Information Privacy Principles](#). The Department takes steps to ensure data is securely handled, such as: privacy assessments, contractual arrangements and monitoring.

What School Sport Victoria policies apply to this situation?

The following School Sport Victoria policies and documents apply:

- *School Sport Victoria's Privacy Policy – [SSVPolicyPrivacyPhotographyFilmingSocialMediaPolicy](#) - in terms of how student information is collected, used and disclosed.*
- *School Sport Victoria's Photography, Filming and Recording Students Policy – [SSVPolicyPrivacyPhotographyFilmingSocialMediaPolicy](#) - in terms of how student images are collected, used and disclosed.*

PART 1 - STUDENTS' PARENT / CARER CONSENT

Student participation in the SSV Student Leader Group is voluntary. Please consider the benefits of your child participating including educational experiences and the opportunity to provide feedback to School Sport Victoria to inform the future of school sport provision.

School Sport Victoria has taken steps to ensure that your child's information is handled appropriately and securely.

If you have any queries or concerns regarding the way the group discussions will be conducted, you can contact your school Principal or the CEO, School Sport Victoria, Rayoni Nelson on 9084 9175 or email rayoni.nelson@education.vic.gov.au.

Parents' Consent

I have read and understand the above information about School Sport Victoria's intention to conduct both online and face to face group discussions with my child, facilitated by personnel appointed by School Sport Victoria.

I understand that my child's participation in these group discussions is voluntary and he/she/they may withdraw at any time from the group discussions.

I understand my child's personal information will not be used to identify their comments in any reporting. All reporting on student feedback will be provided to School Sport Victoria at an aggregate level where individual contribution is de-identified. Personal information regarding my child will be provided to the facilitators to inform any small discussion groupings: *name, gender, age, whether the student is of Aboriginal or Torres Strait Islander descent, languages spoken at home other than English, participation in sport and whether the student has a disability.*

I understand that my child's participation in the group discussions will not be recorded, however, images or videos of my child may be taken by School Sport Victoria to share the experiences of students who have participated in the group discussions.

By signing below, I am consenting to:

- my child participating in the online group discussions
- School Sport Victoria collecting, using and disclosing my child's information in accordance with the conditions listed above.
- School Sport Victoria collecting, using and disclosing photographs, films and recordings of my child in accordance with the conditions listed above, unless advised below.
- School Sport Victoria communicating with my child using the contact details provided in the application form.

I understand that:

- information from my child will be used to assist School Sport Victoria in developing future opportunities to engage students in sport and physical activity and I consent for it to be used in this manner.
- further consent will be sought for my child to participate in a face to face group session, for which details will be provided separately.

I give permission for my child _____ to participate in the online group discussions.

I give permission for my child to be photographed, filmed or recorded (please select) Yes No

Parent/ Carer Signature _____ Date _____

Name (please print) _____



PART 2 - SCHOOL PRINCIPALS' ENDORSEMENT

Student participation in the SSV Student Leader Group is to be endorsed by the school Principal. Please consider the benefits of the student participating including educational experiences and to provide feedback to School Sport Victoria to inform the future of school sport provision.

School Sport Victoria has taken steps to ensure that the student's information is handled appropriately and securely.

If you have any queries or concerns regarding the way the group discussions will be conducted, you can contact the CEO, School Sport Victoria, Rayoni Nelson on 9084 9175 or email rayoni.nelson@education.vic.gov.au.

Principals' Endorsement

I have read and understand the above information about School Sport Victoria's intention to conduct both online and face to face group discussions with the student, facilitated by personnel appointed by School Sport Victoria.

I understand that the student's participation in the group discussions is voluntary and he/she/they may withdraw at any time from the group discussions.

I understand that I am required to provide endorsement for the student to participate.

By signing below, I am agreeing to:

- providing appropriate supervision for the student to participate in the online group discussions
- provide a teacher who will support the student to gather feedback from other students within the school in an appropriate manner. This may include discussions in class time or through informal feedback sessions with students as deemed appropriate by the teacher. It also includes supporting the student reporting back to the SSV Student Leader Group in a way which de-identifies this student feedback.

I understand that:

- information from my student will be used to assist School Sport Victoria in developing future opportunities to engage students in sport and physical activity and I consent for it to be used in this manner.
- further consent will be sought for the student to participate in a face to face group session, for which details will be provided separately.
- I am endorsing this student as being suitable for consideration on the SSV Student Leaders Group.

I give permission for the student _____ to participate in the School Sport Victoria Student Leaders group.

School Principal Signature _____ Date _____

School Principal Name (please print) _____

School Teacher Name (please print) _____

School Name (please print) _____

