

## 1. Purpose & Rationale

Sandringham College enrolment forms ask for personal and health information about parents and their children. Information may be collected in a number of ways including:

- In person and over the phone, from students and their families, staff, volunteers, visitors and others
- From electronic and paper
- Through online tools such as software used by our school

## 2. Policy Goals

To explain to Sandringham College parents/carers, staff and students why and how we collect, use, disclose and store student and parent information in school systems. This information is collected to enable our school to educate your child and support your child's social and emotional wellbeing and health and to fulfil legal requirements including taking reasonable steps to reduce the risk of harm to students, staff and visitors, providing a safe and secure workplace and making reasonable adjustments for students with disabilities.. Our school is also required by legislation to collect some of this information

## 3. Implementation

The information about your child and family collected through this Enrolment Form will only be shared with school staff who need to know, to enable our school to educate or support your child. Information will only be shared outside the Department of Education and Training as required or authorised by law, including where sharing is required in order for the Department of Education and Training to meet its duty of care, anti-discrimination, occupational health and safety, and child wellbeing and safety obligations. The information collected will not be disclosed beyond the Department of Education and Training without your consent, unless such disclosure is lawful.

### 3.1. Health Information

Our school relies on you to provide health information about any medical condition or disability that your child has, medication your child may take while at school, any known allergies and contact details of your child's doctor. If you do not provide all relevant health information, this may put your child's health at risk.

### 3.2. Parent and Carer Information

Our school requires current, relevant information about all parents and carers so that we can take account of family arrangements. Please provide our school with copies of all current parenting plans AND court orders regarding parenting arrangements. Please provide copies of court orders or plans when they change. If you wish to discuss any matters regarding family arrangements in confidence, please contact the principal.

### 3.3. Online Services (including apps and other software) to collect and manage information?

Our school may use online tools, such as apps and other software, to effectively collect and manage information about your child for teaching and learning purposes, parent communication

and engagement; student administration; and school management purposes. When our school uses these online tools, we take steps to ensure that your child's information is secure. If you have any concerns about the use of these online tools, please contact us.

### 3.4. Emergency contacts

Emergency contacts are those people you nominate for the school to contact during an emergency. Please ensure your nominated emergency contact agrees to you providing their contact details to our school and that they have read the paragraph above. It is important that you inform them that their contact details may be disclosed beyond the Department if lawful.

### 3.5. Student Background Information

The enrolment form requests information about country of birth, aboriginality, language spoken at home and parent occupation. This information enables the Department to allocate appropriate resources to our school. The Department also uses this information to plan for future educational needs in Victoria and shares some information with the Commonwealth government to monitor, plan and allocate resources.

### 3.6. Immunisation Status

Your child's immunisation status assists our school to manage health risks for children. The Department may also provide this information to the Department of Health and Human Services to assess immunisation rates in Victoria, but not in way which identifies you.

### 3.7. Visa Status

Our school requires this information to process your child's enrolment.

### 3.8. Updating your child's personal and health information

Please inform our school, if and when, there are any updates to any of the personal or health information you have provided on the enrolment form.

## 4. Accessing your child's records

Our school provides ordinary school communications and school reports to students and parents and carers who have legal decision-making responsibility for the student. Requests for any other type of student records may be made through a Freedom of Information (FOI) application. Please contact our school and we can advise you how to do this.

## 5. Student transfers between Victorian Government Schools

When our students transfer to another Victorian government school, our school will transfer the student's personal and health information to that next school. This may include copies of student's school records, including any health information. Transferring this information assists the next school to provide the best possible education and support to students.

## 6. Monitoring & Review

This policy was last updated on May 2020. Please refer to the Sandringham Policy Schedule for the next review date.

## 7. Definitions

DET – Department of Education and Training

## 8. References

This policy should be read in conjunction with the following school policies:

Sandringham College Photographing, Filming and Recording Students

Sandringham College Student Wellbeing and Engagement Policy

Sandringham College Digital Technologies Policy

Sandringham College Mobile Phones Policy

Policy Number	SC-OP-10	Last Approval Date	1 <sup>st</sup> May 2020
Policy Owner	Sandringham College	Approved By	School Council
Policy Reviewer	College Registrar IT Manager	Next Review Date	1 <sup>st</sup> May 2024
Review Frequency	Document Availability	Policy Delivery	
<input type="checkbox"/> 1 Year <input type="checkbox"/> 2 Years <input checked="" type="checkbox"/> 3 Years <input type="checkbox"/> As Required <input type="checkbox"/> n/a	<input type="checkbox"/> College Website <input type="checkbox"/> Student Compass <input checked="" type="checkbox"/> Parent Compass <input type="checkbox"/> Staff Compass <input type="checkbox"/> Staff Information Drive <input checked="" type="checkbox"/> Enrolment Pack	<input type="checkbox"/> Annual Staff Meeting <input type="checkbox"/> Annual Parent Meeting <input type="checkbox"/> Annual Student Meeting <input type="checkbox"/> Annual School Assembly <input type="checkbox"/> Staff Handbook/Manual <input type="checkbox"/> Newsletter <input type="checkbox"/> Staff DL	