

# Policy & Procedures – Student Enrolment Documentation and Process

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## Student Enrolment Documentation and Process

At Outdoor School students come to us for a range of programs with durations from 1 to 21 days.

While a student is in attendance at our school they are still technically enrolled with their home school. The student's home school has conducted all the right school council procedures prior to their school and students attending.

These include risk management registers as is commensurate with the activity standards and the DET safety guidelines. It also includes signing into the Student Activity Locator (SAL). Once the students are at our school we also fill out the SAL for every time we leave the school boundary.

Thus we do not have authority as a school to enrol a student as a student cannot be enrolled at two different DET schools at the same time (there are a raft of reasons for this). Given the history and the time frame (the students are only with us for a short time) the DET has waived this type of enrolment for our school as long as we have parents sign a consent and medical form (these are attached below).

## Consent and Medical Form Process

No student can come to our school without a signed consent or medical form from the student's parent or care giver.

Consent and medical forms are sent to the school and are accessed by the Home School teachers months in advanced. The home school manages the collection of the consent and medicals. Once the forms have been returned they are sent to Outdoor School one week before arrival so that our teachers and ES staff can see if there are any medical or family issues that we need to be aware of and cater for. Follow up phone calls with the teacher in charge may happen if questions arise.

The consent and medical forms are then digitalised and can be easily accessed by our staff through a pass word protected portal.

Any paper copies are shredded at the end of each program and the electronic copies are kept indefinitely which is in keeping with our records management policy.

Forms are rigorously checked by the administration team to ensure all data is appropriate and that the consent and medicals are properly signed and dated. Forms that are incorrect are fixed up prior to the student attending.

In the case of a student arriving unannounced, the school will be contacted and they will have to get a signed consent and medical form filled out and faxed or scanned ASAP. If no are forthcoming then arrangements are made for the student to return home.

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## Bogong Outdoor Education Centre Medical Information Form – Valid 2014 For Students & Visiting Teacher (VT) to fill in

This information is intended to assist Bogong OEC in case of any medical emergency with your child or a VT. All information is held in confidence.

School:			Year Level:	
Full Name:			Date of Birth:	
<small>Parent details are required if Medicare is used.</small>				
Parent/Guardian/Contact Person's Full Name:			D.O.B.:	
Address:				
Home Phone:		Work Phone:		Mobile Phone:
Name & Address of Family Doctor:				
Medicare No.:		Valid to: ____/____	Child's Number (eg. 2, 3, 4):	
Medical/Hospital Insurance Fund:			Member No.:	
Ambulance Subscriber: Yes — No			If yes, member number:	
Tick	Item	Details		
<input type="checkbox"/>	Diabetes			
<input type="checkbox"/>	Dietary Requirements			
<input type="checkbox"/>	Dizzy Spells/Blackouts			
<input type="checkbox"/>	Fits Of Any Type			
<input type="checkbox"/>	Hay Fever			
<input type="checkbox"/>	Heart Condition			
<input type="checkbox"/>	Migraines			
<input type="checkbox"/>	Physical Difficulties			
<input type="checkbox"/>	Previous Injuries			
<input type="checkbox"/>	Sleepwalking			
<input type="checkbox"/>	Travel Sickness			
<input type="checkbox"/>	Other			

Please tick the box on the left if your child suffers any of the following:

<input type="checkbox"/>	Anaphylaxis	If ticked you <b>MUST</b> attach the appropriate completed Anaphylaxis Action Plan.
Responsible person is:		Please state below who will be responsible for carrying the <u>Epipen/Anapen?</u>
<input type="checkbox"/>	Allergies	If ticked you <b>MUST</b> complete and attach the Allergic Reactions Action Plan.
<input type="checkbox"/>	Asthma	If ticked you <b>MUST</b> complete and attach the Asthma Action Plan.

Year of Last Tetanus Immunisation:		(Note: Tetanus immunisation is normally given at 5 years of age — as Triple Antigen or CDT and at 15 years of age — as ADT.)
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Medication – Is your child presently taking tablets and or medicine? YES / NO (If yes please detail below.)

Condition	Medication	Dosage	When given & instructions.

Swimming Ability: please tick the distance your child can swim comfortably.

<input type="checkbox"/>	Cannot Swim	<input type="checkbox"/>	Weak Swimmer (<50m)	<input type="checkbox"/>	Fair Swimmer (50-100m)	<input type="checkbox"/>	Competent Swimmer (100-200m)	<input type="checkbox"/>	Strong (200m+)
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Signature of Parent/Guardian: \_\_\_\_\_  
DEECD requires this consent to be signed for all students and teachers attending school excursions.

Date: \_\_\_\_\_

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## Bogong Outdoor Education Centre Parent Consent Form — Valid 2014

Student's Full Name: \_\_\_\_\_

Parent/Guardian Consent – please circle as appropriate – (if left blank we will assume yes is the response):

I agree to my child using the internet and computer network at BOEC in accordance with the same internet student users agreement that applies at their current school.	Yes	No
I also consent to my child being photographed and/or visual images of my child being taken whilst at Bogong Outdoor Education Centre by the DEECD. I also consent to these photos being used for use in the school's publications, the school's social media accounts and the school's website, for publicity purposes without acknowledgment and without being entitled to any remuneration or compensation.	Yes	No
Is English your child's main language?	Yes	No
Has your child been away from home before?	Yes	No
I authorise the teacher in charge to administer paracetamol as per Bogong OEC's protocol.	Yes	No

I agree to my child's attendance at the Bogong Outdoor Education Centre and to his/her taking part in any excursion or activities arranged for students in connection with the school program. I have read the **Parent & Student Booklet** and understand the program contains potentially hazardous activities in remote areas subject to natural hazards and severe weather.

I will notify the school if my child is in contact with any infectious disease within four weeks of departure date. In the event of any illness or accident, where it is impracticable to communicate with me, I authorise the teacher in charge to consent to my child receiving such medical or surgical treatment as may be deemed necessary. I accept responsibility for payment of any expenses thus incurred. In the event of my child being unable to accompany the rest of the group home due to ill health or accident I will make the necessary arrangements in liaison with the School Principal for his/her return.

Should my son/daughter violate the rules of the school to the extent that the teacher in charge in consultation with the Principal of BOEC considers that he/she should be sent home, I agree to organise this withdrawal and fully cover the transport costs involved in this process.

\_\_\_\_\_  
Parent/Guardian's Full Name (please print)

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

I have read the BOEC's Students Code of Cooperation and I hereby undertake that while travelling to and from the Centre and while in attendance I shall behave in a good and proper manner and shall observe whatever rules are decided on as best for the welfare of all.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

### Cancellation or Withdrawal

The Department of Education and Early Childhood Development (DEECD) reserves the right to cancel a program for any reason. In the event of a student's application being withdrawn prior to the commencing date of the program the Department through the Principal reserves the right to make a refund only where a reasonable excuse for withdrawal is offered. No refund will be made where a student leaves during the program except in the case of illness, and then only on a pro rata basis.