

PERMISSION FOR STUDENT TO PARTICIPATE IN CHAPLAINCY PROGRAM

Dear Parent/Guardian

This school community provides a chaplaincy program endorsed by the school council and available on a voluntary basis to all students.

<insert information regarding the availability and nature of chaplaincy services and activities at your school, including advice about general school activities the chaplain may be involved in and opt-in services. A sufficient level of detail must be provided to enable parents to make an informed decision regarding whether they consent to their child's participation in chaplaincy services>

The chaplain is managed by the principal and must comply with the Code of Conduct for School Chaplains in Northern Territory Schools and the Department of Education Chaplaincy Services in Schools Policy.

The following activities/programs are offered on an opt-in basis and require written permission prior to student participation. If you wish to opt-in to any of the activities/programs for your child/ren please check the appropriate box/es and complete the relevant parent and student details below.	
When providing consent, parents/guardians acknowledge that chaplains will have access to relevant personal information about your child/ren that is held by the school.	
<i><insert details of each activity/program></i>	<input type="checkbox"/>
<i><insert details of each activity/program></i>	<input type="checkbox"/>
Student name/s (in full)	
Parent signature	Date

Parents may withdraw or change this permission at any time by advising the school in writing. Parents will be given an opportunity to review this permission annually and where there is a change to the chaplain or the program of services available.

One-on-one chaplaincy services *<only include if applicable to your school>*

Provision of one-on-one chaplaincy services requires the **written approval of both the principal and parent in each case**. Records of one-on-one chaplaincy services are created by the chaplain and filed on the student's file. Records of one-on-one sessions must include details of:

- who was involved
- where and when the session took place
- what the main topics of discussion were and any outcomes.

When providing consent, parents/guardians acknowledge that chaplains will have access to relevant personal information about your child/ren that is held by the school.

Student name:		
One-on-one session details:	Date/s:	
	Time/s:	
	Venue:	
Parent name:		
Parent signature:		Date:
Principal signature:		Date: