

Consent for Service Form

Student Support Services (SSS) and Visiting Teacher Service (VTS)

Student name	Click or tap here to enter text.	Date of birth	Click or tap here to enter text.
Student preferred name (if applicable)			
School	Click or tap here to enter text.		
School email address	Click or tap here to enter text.		

1 Parent/carer consent (for students under 18 years/not deemed mature minor)

I authorise the following Student Support Services (SSS) and/or Visiting Teacher Service (VTS) to provide services to the student at school (please select all that apply):

Student Support Services	Visiting Teacher Services
<input type="checkbox"/> All Student Support Services OR <input type="checkbox"/> Psychologist <input type="checkbox"/> Social Worker <input type="checkbox"/> Speech Pathologist <input type="checkbox"/> Occupational Therapist <input type="checkbox"/> Behaviour Analyst	<input type="checkbox"/> All Visiting Teachers OR <input type="checkbox"/> VTS - physical disability and health impairment <input type="checkbox"/> VTS - hearing loss <input type="checkbox"/> VTS - vision impairment <input type="checkbox"/> VTS - autism/ behaviour

Relationship to student	Click or tap here to enter text.		
Parent/carer name	Click or tap here to enter text.	Phone	Click or tap here to enter text.
Email	Click or tap here to enter text.		
Preferred contact method	<input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Text message (if applicable)		
Signature (by signing you are consenting that you have understood all the information on this form)			

Date	Click or tap here to enter text.
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2 Student over 18 years of age or mature minor consent

I authorise a school-based Support Services (SSS) and/or Visiting Teacher Service (VTS) to provide services, to me at school (please select all that apply):

Student Support Services	Visiting Teacher Services
<input type="checkbox"/> All Student Support Services OR <input type="checkbox"/> Psychologist <input type="checkbox"/> Social Worker <input type="checkbox"/> Speech Pathologist <input type="checkbox"/> Occupational Therapist <input type="checkbox"/> Behaviour Analyst	<input type="checkbox"/> All Visiting Teachers OR <input type="checkbox"/> VTS - physical disability and health impairment <input type="checkbox"/> VTS - hearing loss <input type="checkbox"/> VTS - vision impairment <input type="checkbox"/> VTS – autism/ behaviour

Name	Click or tap here to enter text.		
Aged 18+ years	<input type="checkbox"/> Yes <input type="checkbox"/> No	Mature Minor (refer to the Mature Minor policy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature			
Date	Click or tap here to enter text.		

3 Consent information

<p>I have read the consent form instructions, including the roles of the Student Support Services and Visiting Teacher Service, and privacy-related information.</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>I understand the information related to the role of the service I am consenting to, including the privacy-related information.</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Do you require further explanation of the information above?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>For office use only</p> <p>The parent/carer/student requires interpreting services</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>The interpreting services have been provided</p>
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☐ YES ☐ NO

4 Additional information on services provided

For parents and carers (or students over the age of 18 or those considered mature minors)

This form provides information to help you decide if you consent to the student receiving support from the Student Support Services (SSS) and/or Visiting Teacher Service (VTS). If you are a student over the age of 18 years or are a [mature minor](#), you can use this form to provide your consent to receive support from SSS and/or VTS. These services provide the opportunity for children and young people to work 1:1 with a professional in a safe setting. It is time-limited, free, and voluntary. Consent to receive support from the SSS and/or VTS can be withdrawn at any time.

This form uses the phrase 'student' to refer to children and young people who are eligible to receive the Student Support Services and Visiting Teacher Service.

Role of the SSS

Student Support Services (SSS) assist children and young people facing barriers to learning to achieve their educational and developmental potential. SSS allied health professionals include:

- **Psychologists** – support schools to recommend [adjustments](#), provide learning and teaching advice to schools, offer support on what is needed for the Disability Inclusion Profile and provide support during/after critical incidents in schools where appropriate.
- **Speech Pathologists** – support schools to recommend [adjustments](#), provide advice and support to schools relating to communication (comprehension, expressive language, written language, speech sounds/articulation, social communication/social skills) and development of literacy skills, offer support for principals, school staff and parents on what is needed for the Disability Inclusion Profile and how to carry out the Language and Learning Disability Support Program.
- **Social Workers** – support schools to recommend [adjustments](#) and offer support to students, families and schools through involvement in individual, group and family work and provide support during/following critical incidents in schools where appropriate.
- **Occupational Therapists** – support school staff to build on existing skills and knowledge, including coaching and modelling, in order to enhance their confidence in supporting children's social and emotional self-regulation, physical development and sensory processing.
- **Behaviour Analysts** – coach school staff and recommend processes to respond to behaviours of concern and carry out direct behavioural assessments such as Functional Behaviour Assessment and provide intervention to individual students.

Role of the VTS

Visiting Teachers – promote and support inclusion by providing guidance to schools and teachers to support engagement and participation of students with disabilities and additional needs by building the capability of school staff to implement evidence-based practices. Visiting teachers can provide direct support to students, this may include 1:1 direct teaching and support with assistive technologies. They work in the areas of:

- physical disability and health impairment
- hearing loss
- vision impairment
- autism/behaviour (service provided in SWVR only).

Collection of information

The SSS and VTS collect personal and health information as part of providing services such as assessing a student's needs, managing and responding to issues or concerns and determining the options to support the student.

Support may range from providing direct advice and intervention to individuals or groups of students to address barriers to learning and engagement, undertaking various assessments (e.g. cognitive, speech and language, psychosocial) to identify additional learning needs, as well as planning for individual educational needs.

Personal and health information will only be collected about a student when the collection of that information is necessary to provide services to the student. In addition to this form, the SSS and VTS collect personal and health information as part of their service provision to assess a student's needs, manage and respond to issues or concerns and determine the best way to support the student.

Examples of information that may be collected include medical and other health information, school test results and reports, and details relating to a student's disability (if applicable).

The school will provide basic contact details to the SSS and VTS, as well as information regarding any services a student is currently engaged in, to support the SSS and/or VTS.

The information collected and recorded by SSS and VTS is stored in a secure location that is only accessible to SSS and VTS staff. SSS and VTS will ensure the secure management of these files in accordance with the Department of Education (the department) records management and privacy policies. More information on records management can be found online at <https://www2.education.vic.gov.au/pal/records-management/policy>

Privacy and information sharing

SSS and VTS will use a student's personal and health information for the purpose for which it was collected, as set out above.

A student's privacy is protected by laws that set requirements about how their personal and health information is used, collected and handled. The department's Privacy Policy and School's Privacy Policy set out the rules for handling personal and health information. These policies can be found online at <https://www.vic.gov.au/departments-of-education-privacy-policy>

SSS and VTS staff may discuss a student's personal or health information with the school leadership and/or the person making the referral. Information contained in SSS/VTS files is shared with delegated school staff and school leadership in accordance with the purpose for which the information was collected. Information shared with the school from SSS and VTS is recorded on the school's file for the student. In the event of the student transferring to another Victorian government school, information contained on the school file will be transferred to the new school.

This information may be used by staff at the school for the purpose of providing educational programs and making adjustments for the student. This could include teachers, education support staff, other health professionals or staff of an out-of-hours care service provided by the school

council and attended by the student. The staff receiving the student's information are also required to comply with the department's Privacy Policy and relevant privacy laws.

Disclosure of the student's information will otherwise only occur with your consent or if permitted by law. For example, in some instances, DE may be compelled to disclose information held about the student to other bodies, such as a court or tribunal. In addition, SSS and VTS staff may disclose a student's personal or health information in order to manage serious safety or wellbeing concerns.

Further, under the Child Information Sharing Scheme and Family Violence Sharing Scheme (the Schemes), Victorian schools must share with and can request confidential information from other prescribed entities to promote the wellbeing or safety of children or to assess or manage family violence risk. This may occur, for example, where schools determine that insufficient information is available to effectively support a student's wellbeing or safety. Other prescribed entities may also share or request confidential information with the school. More information about the department's Child and Family Violence Information Sharing Schemes can be found online at <https://www2.education.vic.gov.au/pal/information-sharing-schemes/policy>

Interpreting Services

Providing Interpreting Services is the responsibility of schools to organise to support student/s and/or families to understand this form, prior to them signing it. If deemed necessary, the Health Wellbeing Key Contact (HWKC) and/or the SSS Key Contact will attend this meeting as well to provide additional detail via the interpreter so that the student and/or family can provide informed consent for the service being offered. More information on the Interpreting Services Policy can be found online at <https://www2.education.vic.gov.au/pal/interpreting-and-translation-services/policy>