

2017 Flexible Learning Option (FLO) Enrolment CONSENT FORM

Student Name: Parent/caregiver name
(Where applicable)

EXPLANATION OF CONSENT

I have explained the young person's participation in a Flexible Learning Option (FLO) enrolment, their timetable under FLO, the role of service provider personnel, and the need for information exchange and how information, including medical information, may be shared as stated in this document. In my opinion the parent/ caregiver/independent student understands this information. If necessary, I have arranged for an interpreter to explain this consent form.

Signature of FLO Coordinator

Print name

Date

VERBAL CONSENT

In exceptional circumstances, where written consent cannot be obtained, the FLO Coordinator must also complete the following:

I am not able to have the parent/caregiver/independent student complete this written consent form below because Until, I can have this consent form completed in writing, I have obtained verbal consent from:

Print name

Relationship to the young person

Case manager/FLO Coordinator Signature

Print name

Date

WRITTEN CONSENT

To the parent/caregiver/independent student:

This form is to give consent for the Department for Education and Child Development to make arrangements for your child/you to have a Flexible Learning Option (FLO) enrolment that includes case management services.

Please ensure that you:

- read and understand your responsibilities as a parent/caregiver/independent student
- sign the form in the relevant places below. You do not have to give consent to everything on these pages.
- hand the consent form to the staff member you are talking to.

A copy of this consent form will be kept in the student's file.

Consent to ENROLMENT IN FLEXIBLE LEARNING OPTION (FLO)

I understand that:

My child/I has been selected to receive some additional support with living and learning needs through a Flexible Learning Option (FLO) enrolment that includes case management services.

This means that the school can create a Flexible Learning and Transition Portfolio (FLTP) and a timetable especially for my child/me.

A suitably qualified case manager, who may not be a Department for Education and Child Development (DECD) employee, will be organised by the school to support my child/me with regular reviews of my child's/my FLTP.

The FLTP may change as successful learning and participation increases. In planning for a successful future, this may mean that the weekly timetable requirements will change. The student's case manager and the school will be able to provide regular additional advice regarding these changes, as required.

I consent to:

My child/I being enrolled in a DECD Flexible Learning Option and having a case manager. I also consent to having a Flexible Learning and Transition Portfolio.

Signature of Parent / caregiver / independent student

Print name

Date

Parent / caregiver / independent student consent to ATTENDANCE and TRAVEL**I understand that:**

In some cases my child/I may meet with their case manager in community places, away from the school site (such as in youth centres, cafés and libraries). I also understand that my child/I may attend a learning program in a community space, outside the school, such as at a youth centre, and that the supervision and delivery of the program will be undertaken by an appropriately qualified staff member, who may not be employed by DECD or be a registered teacher.

I consent to the following:

- Some of the time my child/I may be attending activities away from the school site and I am responsible for attendance and travel to these activities.
- If my child/I cannot attend a program, I will inform the school and/or the case manager.
- I am responsible for during the times when not attending a timetabled activity (where the student is under 18 years of age).

Signature of Parent / caregiver / independent student

Print name

Date

Parent / caregiver / independent student consent to TRAVEL IN A CASE MANAGER'S VEHICLE and/or to CASE MANAGEMENT AT HOME**I understand that:**

On occasions, my child/I may need to be transported to appointments by a case manager in that case manager's vehicle or a vehicle owned by the case management provider. My child and the case manager (or me) may be the only occupants of the vehicle.

It may become necessary for case management sessions to occur in my home and I would be responsible for any adult supervision, if I feel that it is required.

I consent to the following:

- My child/I may be transported to appointments in a vehicle driven by their/my case manager.

Signature of Parent / caregiver / independent student

Print name

Date

- Case management sessions for my child may occur in my home and I will be responsible for any adult supervision, if I feel that it is required.

Signature of Parent / caregiver / independent student

Print name

Date

Parent / caregiver / independent student consent to EXCHANGE OF INFORMATION**I understand that:**

So that a program suitable for my child/me can be created, DECD may need to share information about my child/me between the case manager and other government and non-government agencies.

Information about the SA Government approved framework for information sharing between all Government agencies and relevant non-government agencies titled *Information Sharing: Guidelines for Promoting the Safety and Wellbeing of Children Young People and their Families* can be found at <http://www.ombudsman.sa.gov.au/isg/>.

I understand that all student information will be transferred to the new DECD school, if my child/I transfer, and that if my child/I transfer to a non-DECD school (e.g. private school or interstate) then only relevant, up to date information relating to the FLO enrolment will be exchanged with the new school with my consent to be provided by me at or around the time of transfer.

I understand that my consent to exchange information remains valid while my child is/I am enrolled at a DECD school, or until this consent is withdrawn by myself in writing.

I have received information on 'Informed Consent' as part of the FLO enrolment and understand this information.

I give permission for all service provider personnel assisting my child/me to release information, including relevant medical information, to DECD and the case manager, **and I give permission** to the case manager and DECD to release such information as they consider necessary to any agencies/personnel assisting my child/me.

Parent / caregiver / independent student signature

Print name

Date



Informed consent must be given by a parent or caregiver or independent student when the school is engaging a service provider to work with a child/student. Informed consent means that you understand what is going to happen and that you give your permission (consent) for the action to go ahead.

If the child/student transfers to a non-DECD school (e.g. private school, interstate) information will only be exchanged with the new school with your consent.

THE CONSENT PROCESS

Informed consent is not just a form or a signature, but a process of information exchange that takes place between you and the school staff. This is usually the school director, school principal or teacher.

The consent process contains four main parts:

- 1. Information:** You should be provided with enough information to understand what your consent means. It is important that you clearly understand all the parts of your consent, which include:
 - **Service provider engaged** - their role and what type of service/support they are likely to provide.
 - **Exchange of information** – information may be shared between service provider and the school, or from school to school if the student/you move, or with other agencies also providing services to your child/you.
 - **Record Management** – how files are kept, the kind of information that is recorded in the files and also on databases, and who has access to them.
 - **Length of consent** – how long your consent is valid.
 - **Closure** – how you can withdraw your consent and the case closure process.
- 2. Understanding:** It is important that you understand each of the above parts. It is also important that school staff have done what is necessary to make sure you understand this information. If English is not your first language, you can also ask for an interpreter to help you.

You should be given enough time to review the consent form and ask questions about the service provider before signing the consent form. When you talk about the referral with school staff, the discussion should be held in a confidential area, such as a private office or room.
- 3. Willingness to give consent:** You have the right to not provide your consent. However, this may limit the types of support which can be given to your child/yourself. You also have the right to withdraw your consent at any point.
- 4. Signatures:** When you sign the form you give your permission for the school to engage a service provider(s) to support your child/yourself.

EXCHANGE OF INFORMATION

The sharing of information between service provider, support services, school staff, and other agencies is important to help with a more coordinated approach in working towards better outcomes for your child/you. The information will be shared on a strictly 'need to know' basis for the purpose of planning and providing the most appropriate program. All information will be treated with respect for the privacy of all involved.

The sharing of information may occur verbally and/or through the exchange of written information (eg copy of report). If you wish to provide confidential information that you do not want shared with a service provider, support services, school staff, or other agencies, you must tell the person you are talking with about this.

Information about the SA Government approved framework for information sharing between all Government agencies and relevant non-government agencies titled *Information Sharing: Guidelines for Promoting the Safety and Wellbeing of Children Young People and their Families* can be found at <http://www.ombudsman.sa.gov.au/isg/>.

RECORD MANAGEMENT

A file is made up that contains the referral information. Information is added to the file as it is received. This may include case notes, reports, recommendations, programs and plans. The file will be kept in a secured area in accordance with record management guidelines.

Information relating to the referral and services is also entered on confidential departmental databases. If the student transfers to another school in another district, this file will be transferred to relevant personnel in the new site.

LENGTH OF CONSENT AND CLOSURE

In signing the consent form, you are providing permission for the service provider(s) engaged by your child's/your school of enrolment to provide support for your child/you. You may withdraw your consent at any time. This is required in writing. If you think you may want to withdraw your consent, it is useful to have a discussion first with the school staff.