



1015 Greendale Trentham Rd
 Blackwood 3458, Vic Ph:
 (03) 5368 6768

VISITING STAFF MEDICAL INFORMATION [CONFIDENTIAL]

This information is intended to assist the school in the case of any medical emergency. All information is held in accordance with the Department's Privacy and Data Protection Act (2014).

First Name: _____ **Surname:** _____

School: _____ **D.O.B:** _____ **Gender:** _____

Name & Address of Family Doctor: _____

Medicare No: _____ **Medicare Card Expiry date:** _____

Private Health Insurance: Yes No (if yes, member number): _____

Ambulance Member: Yes No (if yes, member number): _____

Home Address: _____

Primary Emergency Contact: _____ **Relationship:** _____

Home Ph: _____ **Work Ph:** _____ **Mobile Ph:** _____

Second Emergency Contact: _____ **Relationship:** _____

Home ph: _____ **Work Ph:** _____ **Mobile Ph:** _____

Please tick appropriate boxes below and provide details of any medical conditions

✓	ITEM	DETAILS
<input type="checkbox"/>	Allergic reactions (attach plan if applicable)	
<input type="checkbox"/>	Dizzy Spells/Blackouts	
<input type="checkbox"/>	Heart Condition	
<input type="checkbox"/>	Migraines	
<input type="checkbox"/>	Sleepwalking	
<input type="checkbox"/>	Previous Injuries	
<input type="checkbox"/>	Physical Difficulties	
<input type="checkbox"/>	Other	

Please tick the box on the left if you suffer from any of the following AND attach appropriate documentation:

<input type="checkbox"/>	Anaphylaxis	If ticked, you MUST provide an action plan for Anaphylaxis
<input type="checkbox"/>	Asthma	If ticked, you MUST provide an action plan for Asthma
<input type="checkbox"/>	Diabetes	If ticked, you MUST provide a management plan for Diabetes
<input type="checkbox"/>	Epilepsy	If ticked, you MUST provide a management plan for Epilepsy

MEDICATION: Please list any current medication you are taking

Have you stayed overnight at Blackwood SSOEC before? Yes No

Current First Aid: Yes No **Level of First Aid:** _____

Your role: Principal class Teacher Education Support Volunteer Parent Other

Signature: _____ **Date:** _____



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Blackwood Outdoor Special School Child Safety Code of Conduct

Purpose

The Blackwood Special Schools Outdoor Education Centre (Blackwood) Child Safety Code of Conduct sets out the expected behaviour of adults with children and young people in our school.

All Blackwood staff, volunteers, contractors, service providers, school council members and any other adult involved in child-connected work must follow the Child Safety Code of Conduct.

The Child Safety Code of Conduct applies to all physical and online environments used by students. It also applies during or outside of school hours and in other locations provided by the school for student use (for example, a school camp).

Acceptable behaviours

As Blackwood, staff, volunteers, contractors, and any other member of our school community involved in child-connected work, we are responsible for supporting and promoting the safety of children by:

- always upholding our Blackwood commitment to child safety and adhering to our Child Safety Policy
- treating students and families in our school community with respect in our school environment and outside our school environment as part of normal social and community activities
- listening and responding to the views and concerns of students, particularly if they disclose that they or another child or student has been abused or are worried about their safety or the safety of another child or student
- promoting the cultural safety, participation and empowerment of Aboriginal students, students with culturally and/or linguistically diverse backgrounds, students with a disability, international students, students who are unable to live at home and lesbian, gay, bisexual, transgender and intersex (LGBTIQ+) students
- ensuring, as far as practicable, that adults are not alone with a student – one-to-one interactions between an adult and a student are to be in an open space or in line of sight of another adult.
- reporting any allegations of child abuse or other child safety concerns to Tony Bellette as Campus Principal at tony.bellete@education.vic.gov.au
- understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our child safety responding and reporting policy and procedures and the [PROTECT Four Critical Actions](#).
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

Unacceptable behaviours

As Blackwood, staff, volunteers, contractors and member of our school community involved in child-connected work we must not:

- ignore or disregard any concerns, suspicions or disclosures of child abuse or harm
- develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, by offering gifts)
- display behaviours or engage with students in ways that are not justified by the educational or professional context
- ignore an adult's overly familiar or inappropriate behaviour towards a student
- discuss intimate topics or use sexualised language, except when needed to deliver the school curriculum or professional guidance
- treat a child or student unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity
- communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc) except where that communication is reasonable in all the circumstances,



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- related to schoolwork or extra-curricular activities or where there is a safety concern or other urgent matter
- photograph or video a child or student in a school environment except in accordance with the [Photographing, Filming and Recording Students policy](#) or where required for duty of care purposes
 - consume alcohol against school policy or take illicit drugs in the school environment or at school events where students are present
 - have contact with any student outside of school hours except when needed to deliver the school curriculum or professional guidance and parental permission has been sought.

Breaches to the Child Safety Code of Conduct

All Blackwood staff, volunteers, contractors and any other member of the school community involved in child-connected work who breach this Child Safety Code of Conduct may be subject to disciplinary procedures in accordance with their employment agreement or relevant industrial instrument, professional code or terms of engagement.

In instances where a reportable allegation has been made, the matter will be managed in accordance with the Department of Education and Training Reportable Conduct Scheme Policy and may be subject to referral to Victoria Police.

All breaches and suspected breaches of the Blackwood Child Safety Code of Conduct must be reported to Kris Baker (Blackwood Principal) and your Principal.

If the breach or suspected breach relates to a principal class employee, our Blackwood Senior Education Improvement Leader (SEIL) at SEV, will be notified along with the SEIL of the home school.

I agree to adhere to this Code of Conduct:

Name:

Signature:

Date: