

# *GET SOCIAL*

*Support for All Peoples*



*Building Strengths  
Building Connections  
Building Futures*

The GET SOCIAL team are available on Monday, Tuesday and Wednesday 9am to 2:00pm. You can access GET SOCIAL by emailing [2150\\_guidance@eq.edu.au](mailto:2150_guidance@eq.edu.au) to refer your child for an appointment.

All student clients who come to GET SOCIAL will have the opportunity to work with a Social Worker or Community Welfare intern. Interns may provide wellbeing support to individual students, to groups of students and/or undertake projects to support the wellbeing of the broader school community. Our interns have direct supervision by senior Wellbeing Team members and Southern Cross University professional practitioners. Our work with student clients will always be guided by four key principles:

- **Client-centred:** we will always respect and have non-judgemental acceptance of you. Where we believe you have the capacity to make the changes you seek in your own life.
- **Inclusive:** we are open to all people from all walks of life, and have a strong awareness of how important culture, place, and belonging is for everyone.
- **Strengths-based:** we help you identify and grow your own unique strengths, talents and resources for resilience, as well as acknowledge the impact of your challenges and difficulties.
- **Ethical and evidence-based:** our work is guided by clear ethical principles and our approaches are based on sound evidence for what works best.



# GET SOCIAL

Dear Parent/Guardian

**Re: Southern Cross University/Benowa Support Service – Student Permission Letter**

We have recently formed a partnership with Southern Cross University Social Work and Community Welfare discipline in which Social Work and Community Welfare intern students will be providing support services for our students.

This service is called GET SOCIAL, and aims to provide inclusive, strength-based and student-centred support to students who either self-identify as needing support, or those who may be referred by staff.

Your son/daughter has requested to attend the GET SOCIAL service, so please complete the permission slip below, and return to the Guidance Officers.

\_\_\_\_\_

**Southern Cross University/Benowa Support service – Student Permission Form**

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Year level: \_\_\_\_\_ House Group: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

*I give my permission for \_\_\_\_\_ (student name) to access the Support services with Southern Cross University Student Interns at Benowa State High School.*

Parent Signature: \_\_\_\_\_

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

# Consent for Guidance Services – 2023

This form is to be completed when the student named in the form has been referred to the school's Guidance Officer or Senior Guidance Officer and is likely to continue seeing the Guidance Officer for ongoing assessment or support.

## Privacy Notice

Personal information is collected on this form for the purpose of obtaining consent for guidance services for the student named in this form and, where relevant, for sharing information about the student with professionals and/or agencies outside the school who are involved with supporting the student. This information will be stored securely and may only be accessed by authorised school staff. The information will not otherwise be used or disclosed unless the student and/or their parent provide consent, or the use or disclosure is authorised by law.

### Role of the Guidance Officer

Guidance Officers provide Social Worker, psychoeducational assessment and individual student support. They also advise students, teachers and parents/carers about educational, behavioural, career development, mental health and personal issues. Guidance Officers use a range of methods to collect information from students, parents/carers and school staff. These include, but are not limited to, informal and semi-structured interviews, observations, questionnaires and psychoeducational assessments. Information collected as a result of working with the Guidance Officer may, in certain circumstances, be shared with relevant Department of Education personnel, who are involved in supporting the student's educational program (for example, speech language pathologist). A student's, and/or their parent's consent is required for the provision of guidance services indicated in this form. Written consent is not required for guidance services such as career Social Worker and subject selection advice as these form part of the support offered to all students in secondary schools. Please see the attachment to this form for more information about consent.

### Student details

<b>Name</b>		<b>DOB</b>	/ /	<b>Age</b>	
<b>School</b>		<b>House Group</b>	<b>Year level</b>		

### Parent/Carer details

<b>Name/s</b>					
<b>Home phone</b>		<b>Mobile</b>		<b>Email</b>	

### Consent – Information exchange with external support personnel/agencies

A Guidance Officer will develop a more comprehensive understanding of a student's needs if they can request, receive and share information with a professional or agency who is already providing, or who has in the past provided a service or support to a student, for example, a psychologist, doctor or occupational therapist. Consent is required for the Guidance Officer to request, receive and share such information.

**I consent to the Guidance Officer requesting information from and sharing information with the following specialist personnel or agencies outside the school that have supported, or are currently supporting the student.**

Agency/Professional	Contact person	Contact details
Southern Cross University GET SOCIAL- Social Worker Service	GET SOCIAL Social Worker	07 55827 333
<b>Name</b>	<b>Relationship to student</b>	
<b>Signature</b>	<b>Date</b>	/ /

### Consent – Social Worker (behavioural, emotional, mental health)

Social Worker is provided to individuals or small groups for the purpose of supporting students in relation to personal, social and/or emotional issues, which may or may not be related to the student's education. A student who commences Social Worker with a Guidance Officer is able to stop at any time. Information a student shares with the Guidance Officer during Social Worker is generally kept confidential but may be used and/or disclosed with the consent of the student, or if the disclosure is authorised or required by law. More information about how and when disclosure of personal information may occur is included in the attachment.

I consent to the Guidance Officer providing support in the form of individual and/or small group Social Worker.

Name		Relationship to student	
Signature		Date	/ /

**Attachment – Information Related to Guidance Officer Services**

**Part A – Consent** As employees of the Department of Education (the Department), Guidance Officers are committed to protecting student personal information in line with their obligations under the *Education (General Provisions) Act 2006* ('EGPA) and the *Information Privacy Act 2009* (IPA). Seeking the consent of a student and/or their parent to record, use or disclose that student's personal information for the purpose of guidance services is one way that Guidance Officers comply with these obligations, and ensures students and their parents are informed about what happens with the student's information.

Consent can only be given by someone who has the legal capacity to give it. Capacity is determined not just by age, but by a person's maturity and ability to understand consequences of providing consent. Students, particularly in secondary schools, will often be asked to give their consent to receive guidance services, however, in some instances a school will require the student's parent to give their consent. For example, when a Guidance Officer would like to carry out a psychoeducational assessment, they must seek the consent of the student's parent. Consent for students who are enrolled in primary schools to receive guidance services is always obtained from the parent.

Consent must be voluntary, informed, specific and current. Providing consent is not compulsory, however access to some guidance services may be limited if it is not provided. Guidance Officers can explain this issue in greater detail to students and parents affected by this issue.

Consent provided in this form will remain valid for the time needed to complete the services agreed to for this student but not longer than 12 months. Consent may be revoked at any other time by notifying the Guidance Officer in writing.

**Part B – Information sharing and exchange** Generally, any information a student shares with a Guidance Officer will only be recorded, used or disclosed in line with the purpose for which it was provided. For example, psychoeducational assessments are carried out to determine a student's support needs so the school can provide an individually targeted education program. Therefore, in addition to the student's parents, the results of a psychoeducational assessment may be disclosed to school staff who are involved in meeting the student's support needs.

If a student sees a Guidance Officer or a Social Work or Community Welfare Intern, they may disclose information about their personal affairs unrelated to their education. A Guidance Officer will keep this information confidential unless they believe it is necessary for the safety and wellbeing of the student to share the information with someone else. The Guidance Officer will usually seek the consent of the student first, but in some circumstances they can disclose information a student has shared if the law authorises the disclosure. For example, a Guidance Officer would be obliged to disclose information for the purposes of child protection under the EGPA and the *Child Protection Act 1999*.

It is not uncommon for a Guidance Officer to exchange information with external professionals who are also involved in supporting the student, for example, a psychologist, doctor or occupational therapist. This enables a Guidance Officer to develop a more comprehensive understanding of a student's needs. Student/Parent consent is required before the Guidance Officer will request, receive and share information with a professional or agency who is already providing, or who has in the past provided a service or support to a student. The student or their parent will be asked to sign additional consent forms specifying what information the Guidance Officer can collect from and/or disclose to each nominated external professional. Those forms will be used to demonstrate to the relevant external professional that the student/parent's consent has been given.

**Part C – Use of web-based service providers: transfer and storage of information offshore** The use of web-based resources in schools is rising steadily. The Department makes decisions about using safe and secure technology to meet the needs of its students, in line with robust department and whole-of-government procedures designed to ensure the protection of student personal information (see the Department's *Information Assets and Record Keeping, Information Privacy and Right to Information* and *Information Security* procedures at <http://ppr.det.qld.gov.au/corp/ict/management/Pages/current-procedures.aspx>).

At times the Department will utilise services delivered by third-party web-based providers, some of whom may transfer and store data on servers located outside of Australia. When this happens the Department will inform students and parents about what happens to their personal information and seek consent of the person whose information is to be transferred, or their parent, in line with section 33(a) of the IPA.