## **Youth Support Coordinator Initiative** Information for students

Thanks for meeting with the Youth Support Coordinator! You can decide:

* if you want to participate
* to stop at any time.

After the first meeting, your written agreement (consent) is needed to continue using the service.

### What does the Youth Support Coordinator (YSC) do?

The YSC provides individual or group support to students to assist their engagement with education and training. They may refer students to other support services that may help in overcoming barriers to education. The YSC might assist with:

* attendance at school
* drug and alcohol support needs
* QCE/learning support
* suspension/exclusion/referral for behaviour support
* relationships/social skills
* conflict with family/young people/teachers
* social/emotional/physical wellbeing
* financial difficulties/homelessness

### Collecting your personal information

When you have ongoing meetings with a YSC they have to collect some of your ‘personal information’. Personal information is information or an opinion, whether true or not, about a person whose identity is known, or can be determined, from the information or opinion. There are laws to protect the privacy of your information. Below explains how the YSC will collect, use, store and/or share your personal information.

### Case notes

* ‘Case notes’ may be written by the YSC during or after a meeting to make a record of what happened or was said in meetings.
* You are able to see your case notes at any time and ask that changes be made.
* All YSC case notes will be stored securely and privately at the school.
* YSCs may be required to share some of your personal information or case notes with the school’s student support team, or the Principal.
* The same limits to keeping your information private (confidentiality limitations) apply to all people who have access to your information.

### Who might be told that you are meeting with the YSC?

* The YSC will let the school’s student support team know that you are using the YSC service.
* Sometimes the YSC works for a Youth Service and they may need to discuss their work with their manager.
* The Principal may also access this information in order to keep you and others safe.
* The Principal may sometimes decide to let your parent know you are meeting with the YSC. First, they have to decide if telling your parent is in your best interests; and then they must have your agreement to let your parent know (unless you or others are at risk of harm).
* You do not have to give your agreement. However, if you do not agree, you are unable to continue using the YSC service.

### Sharing your information

* The YSC may need to talk to, or refer you to, other people for further help.
* This will only be done with your permission and will be discussed with you each time (unless you or others are at risk of harm).
* This sharing of your information is to help the YSC provide the best service to you.

### Confidentiality limitations

There are times when staff cannot keep your information private (confidentiality limitations). If the YSC believes that:

* you or another person is at risk of harm, or being harmed;
* you plan to, or are, harming yourself;
* you have harmed, or are planning to harm, another person; or
* a law has been broken.

The YSC will let the Principal know, and the Principal may need to inform the Queensland Police Service or Child Safety Services. If the YSC cannot keep your information private, it will be discussed with you first, where possible. However, there may be times when this is not possible.

## **Youth Support Coordinator Initiative** Consent form

### Privacy Notice

Personal information about you is collected on this form for the purpose of recording your consent to allow the Youth Support Coordinator (YSC) at your school to collect, use and share your personal information, where it is necessary as part of the support and services they provide for you. This form will be stored securely at school and only be accessed by the YSC, the school’s student support team and Principal. The personal information collected here will not otherwise be used or disclosed unless you and/or your parent has provided consent, or the use or disclosure is authorised by law.

|  |  |
| --- | --- |
| **School** |  |
| **Student name** |  |
| **Student year level** |  |

* The focus of your meetings/programs with the YSC will be your needs, and may include referral to other services with your consent.
* The consent you provide on this form will continue until you decide to stop using the service, the service provided to you changes or when you leave school.
* You can change your mind about using the service at any time and withdraw your consent by advising the YSC in writing.

### Young person’s permission and signature: *(please provide a yes or no answer for each statement)*

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| This Consent form, along with the *Information for students* sheet, has been provided, explained and discussed with me by the YSC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(insert YSC name)* | ❑ | ❑ |
| I have read and understood the Information for students sheet | ❑ | ❑ |
| I wish to participate in meetings/programs with the YSC and consent to my information being recorded or disclosed as described in the Information for students sheet | ❑ | ❑ |
| I understand that I may withdraw my consent for my information to be recorded or disclosed at any time. I must inform the YSC in writing if I withdraw my consent. I understand that I will not be able to use the YSC service if I withdraw my consent | ❑ | ❑ |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date** | / / |

### Youth Support Coordinator

I have given a copy of this form and the Information for students document to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I have discussed it with them and I believe that they have sufficient maturity to understand what is proposed and the consequences of giving this consent.

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

#### Office Use (Retain original in the student’s file)

|  |  |  |  |
| --- | --- | --- | --- |
| Does the student/parent require an interpreter? | Yes ❑  No ❑ | Has an interpreter been used to explain this information? | Yes ❑  No ❑ |