

## 2023 Rail Design Challenge

### Parent/Guardian Confirmation

This form MUST be completed for all secondary students before they can attend sessions at Yarra Ranges Tech School. Only students from YRTS partner secondary school may participate in this program.

Once you have completed and signed this document, you can scan or photograph the form and email it to [yrt-admin@boxhill.edu.au](mailto:yrt-admin@boxhill.edu.au) alternatively, you can mail or drop the form to Yarra Ranges Tech School at Building L3, 1 Jarlo Drive, Lilydale, VIC, 3140.

### Program outline / Key Details

- Yarra Ranges Tech School (YRTS) is hosted by Box Hill Institute (BHI) through a contract with the Department of Education and Training (DET) and provides programs which access to leading edge technology to Victorian Secondary Students;
- The YRTS Rail Design Challenge runs for the following dates and times:
  - **Monday 18th of September 10am to 3pm**
  - **Tuesday 19th of September 10am to 3pm**
  - **Wednesday 20th of September 10am to 12pm**
- Students attending must be aged between 12 and 17 years to attend and from one of YRTS Partner Schools.
- The program is supervised by YRTS staff in conjunction with volunteers. All BHI staff and volunteers interacting with students have valid employer appropriate Working with Children checks, have current First Aid qualifications, have undergone Police Checks and are compliant with BHI's Child safe policy;
- All activities unless otherwise advised through additional notice and permission forms are undertaken within the YRTS space which is secured from general public access.
  - However, the individual signing this document acknowledges that students must enter a public area should they require the use of a bathroom. YRTS will advise the processes they have in place to mitigate potential risks but may not be able to provide direct supervision of students outside of the Tech School space.
  - The registered location for Yarra Ranges Tech School is Building L3, Lilydale Lakeside Campus, Box Hill Institute of Technology, 1 Jarlo Drive, Lilydale, VIC 3140
- Students will be required to sign out in the presence of a designated parent or guardian before being allowed to depart YRTS.
  - Where permission has been given for the student to make their own way to YRTS to attend the Rail Design Challenge, and/or to make their own way from YRTS at the end of the Rail Design Challenge, the individual signing this document acknowledges that no responsibility will be taken by YRTS staff outside of the sign-in and sign-out times.
- Students are expected to bring their own lunch and snacks as this is not provided.
- Box Hill Institute is now a cashless campus, please ensure that the students bring food or EFTPOS to buy from the local canteen.
- All activities are governed by the relevant policies of BHI, Yarra Ranges Tech School and Department of Education and Training in line with the contractual arrangement between BHI and DET. These policies can be provided upon request.

## STUDENT DETAILS

First name: \_\_\_\_\_ Initial: \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post code: \_\_\_\_\_

School attended: \_\_\_\_\_ Year level: \_\_\_\_\_

Student contact email\*: \_\_\_\_\_

Student contact phone\*: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
(if applicable)

\*These will be used to contact the student in regards to cancellations, upcoming events and activities and may be that of the parent/guardian

## EMERGENCY CONTACT DETAILS

Please provide at least 1 emergency contact

First name: \_\_\_\_\_ Initial: \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post code: \_\_\_\_\_

Contact email: \_\_\_\_\_

Contact phone: \_\_\_\_\_

First name: \_\_\_\_\_ Initial: \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post code: \_\_\_\_\_

Contact email: \_\_\_\_\_

Contact phone: \_\_\_\_\_

Are there any custody or family issues that Yarra Ranges Tech School staff should be aware of? (for instance are there particular people whom staff should not allow to pick up the child or should an emergency contact be contacted in particular situations)

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I give permission for the student named in this application to: (tick box if relevant)

Travel of their own accord to and from YRTS to attend the Rail Design Challenge:	<input type="checkbox"/>
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I acknowledge that in selecting either or both of these options YRTS and BHI have no responsibility or obligation in regards to the students outside of their formal sign-in and sign-out from YRTS. In consideration of BHI providing the Rail Design Challenge for my child, I waive and release any liability of BHI for the actions of my child when traveling to or from YRTS

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Initial

Does the student have any medical conditions

Yes	No
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If Yes please list:

Does the student require any special medications

Yes	No
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If Yes please list the medications, and storage and dosage requirements

Does the student have a medical issue requiring a Medical Management Plan

Yes	No
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If yes you must provide an up-to-date plan including risk minimisation strategies, treatment details and whether any changes will need to be made to Yarra Ranges Tech School processes (All plans submitted must be consistent with the advice provided by the Victorian Department of Education and Training at the following site <https://www.education.vic.gov.au/childhood/providers/regulation/Pages/medicalconditions.aspx>

Failure to a Medical Management Plan or submission of a plan which does not address the detail outlined by DET will not allow the student to participate in the Yarra Ranges Tech School Rail Design Challenge

I have included a copy of the Medical Management Plan to Yarra Ranges Tech School with this application (please tick to confirm)

## Media Consent

I give permission for Yarra Ranges Tech School to use the students' images and information for promotional purposes.

Yes	No
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I understand that these images may be used and reproduced in Yarra Ranges Tech School's (and/or in Yarra Ranges Tech School agents') print, electronic and web publications and for promotional and publicity purposes both in Australia and overseas. Copyright will rest with the management of Yarra Ranges Tech School and there will be no payment for the use of the image (photography or audio visual) or interview. Yarra Ranges Tech School will not use or allow another party to use the images and information for any further purpose without prior approval.

Please tick the boxes to confirm your agreement with the following statements:

I give permission for Yarra Ranges Tech School and/or Box Hill Institute staff and/or volunteers to provide first aid to the student named in this application	
I give permission for Yarra Ranges Tech School staff to contact Emergency Services if deemed necessary in the event of harm, illness or injury to my child	
I have read and understood the program outline and conditions of participation, particularly those relating to arrival and departure of students and provision of medical information	
I acknowledge that in the case of an evacuation YRTS and/or BHI will supervise the child named in this form during the evacuation up until a relevant parent or guardian can pick the child up.	
In the case of an evacuation, once children's safety has been established the Emergency Contact listed in this form will be advised and asked to pick the child up from Yarra Ranges Tech School	

## DECLARATION

I \_\_\_\_\_ (parent/guardian) of  
 \_\_\_\_\_ (student name) confirm that all information provided  
 on this form is true and correct. I acknowledge that Yarra Ranges Tech School is part of Box Hill Institute and the  
 student named in this form will be required to adhere any and all policies of YRTS. BHI or DET.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

Copies of relevant policies can be accessed by visiting:

<http://yarrarangestechschool.vic.edu.au/> [www.boxhill.edu.au](http://www.boxhill.edu.au) [www.det.vic.gov.au](http://www.det.vic.gov.au)

Medical Management Plan information

<https://www.education.vic.gov.au/childhood/providers/regulation/Pages/medicalconditions.aspx>

### Office use only

Form is fully completed	
Student details entered & confirmation email sent	
Parent Email added to ASC Mailing List	
Where a Medical Management Plan has been noted it has been provided; is up-to-date and clear in its direction	
Media Consent given	