



YWCA Canberra Youth Programs Winter School Holiday Program Permission Forms

YWCA Canberra Youth Programs is providing a free school holiday program to young people aged 10 – 25 years old. This is an ACT Government funded program to service vulnerable young people in the community. Because of this, participants will be triaged based on a needs assessment which will be governed by best practice policy. Please note, due to COVID-19 restrictions, there will be a limit to the number of participants able to attend. For these reasons, **booking your place is essential**.

Please take careful note of the locations for each activity. Activities are spread across the Clubhouse, May Gibbs Cl, Richardson and Mura Lanyon Youth and Community Centre (MLYCC), 22 Sidney Nolan St, Conder. Unfortunately, due to COVID-19 restrictions we will not be able to provide transport between the locations.

MONDAY 06/07/20	TUESDAY 07/07/20	WEDNESDAY 08/07/20	THURSDAY 09/07/20	FRIDAY 10/07/20
<p>Clubhouse Photography skills</p> <p>1:00pm – 5:00pm</p>	<p>MLYCC Screen printing</p> <p>1:00pm – 5:00pm</p>	<p>Clubhouse Movies and popcorn</p> <p>1:00pm – 5:00pm</p>	<p>MLYCC Tie dye</p> <p>1:00pm – 5:00pm</p>	CLOSED
MONDAY 13/07/20	TUESDAY 14/07/20	WEDNESDAY 15/07/20	THURSDAY 16/07/20	FRIDAY 17/07/20
<p>Clubhouse Music creation with Band lab</p> <p>1:00pm – 5:00pm</p>	<p>Clubhouse Stop motion animation</p> <p>1:00pm – 5:00pm</p>	<p>Clubhouse Roblox Studio game design</p> <p>1:00pm – 5:00pm</p>	<p>MLYCC Movies and popcorn</p> <p>1:00pm – 5:00pm</p>	CLOSED

What to bring:

- Water and snacks
- Enclosed shoes
- Warm jumper

What not to bring:

- Any valuables or anything you don't want to lose (YWCA Canberra holds no responsibility for the loss of any possessions)
- No alcohol, drugs or dangerous belongings.

Staff Details:

- **Youth Programs Team Leader:** Ciára Duggan 0450 962 868
- **Clubhouse Coordinator:** Annie-Lea Rowley 0406 375 993
- **Youth Engagement Officer:** Tim Clement 0417 431 447
- **Youth Engagement Officer:** Belinda Quinn 0420 424 525
- **MLYCC Manager:** 0417 459 297
- **Mura Lanyon Youth and Community Centre** (02) 6185 2090

Permission Form

Please **complete the following pages and return:**

- YWCA Youth Programs: Youth@ywca-canberra.org.au
- Mura Lanyon Youth and Community Centre, 22 Sidney Nolan St, Condor
- YWCA Canberra Clubhouse, May Gibbs Close, Richardson (Community room, Richardson Primary School).

Tick/initial the one/s you would like to attend. Please note, prompt return of the permission note does not immediately qualify a position on excursion/s. Participants will be triaged based on individual needs and other determining factors, including COVID-19. If you would like to be waitlisted, please specify below.

Successful applicants will be contacted 1 week prior to program to confirm position. Due to the high demand for this program unsuccessful communication attempts may lead to positions being allocated to waitlist participants.

Monday 6th July | Photography skills

Initials: _____ Date: _____
Put on waitlist: Yes No

Tuesday 7th July | Screen printing

Initials: _____ Date: _____
Put on waitlist: Yes No

* Please complete The Bank Participant Wavier on the last page

Wednesday 8th July | Movies

Initials: _____ Date: _____
Put on waitlist: Yes No

Thursday 9th July | Tie Dye

Initials: _____ Date: _____
Put on waitlist: Yes No

Monday 13th July | Music creation

Initials: _____ Date: _____
Put on waitlist: Yes No

Tuesday 14th July | Stop motion animation

Initials: _____ Date: _____
Put on waitlist: Yes No

Wednesday 15th July | Roblox Studio

Initials: _____ Date: _____
Put on waitlist: Yes No

Thursday 16th July | Movies

Initials: _____ Date: _____
Put on waitlist: Yes No

Young person's details:

Full name: _____

Mobile number (if they have one):

Date of birth:

Gender:

Preferred pronouns (she/her, he/him, they/them):

Emergency contact details:

Parent/Guardian's full name: _____

Contact numbers:

(H): _____ (M): _____

Email: _____

Secondary emergency contact's full name:

Relationship (i.e. dad, aunt, family friend etc)

Contact numbers:

(H): _____ (M): _____

Does the young person identify as:

- Aboriginal
- Torres Strait Islander
- Culturally and Linguistically Diverse
- Low Income/Health Care Card
- LGBTQI+

- Having a disability (if yes, please specify) _____
- Allergies (if yes, please specify) _____
- Medical conditions (if yes, please specify) _____

Do they have an allergy and/or medication action plan? Y/N

Please outline any information required in relation to this in the space provided below:

Are there any cultural/religious/dietary/medical/gender/other requirements that YWCA Canberra need to know?

Has the young person attended our School Holiday Program in the past? Y / N

If **yes**, please specify below:

- In the past 3 months
- In the past 6 months
- In the last 12 months
- Within the last 2 years
- Within the last 3 years
- Within the last 5 years

Office Use ONLY	
Date returned: _____	Referral: Y/N
Program: <i>(i.e. Clubhouse, Youth Engagement, School)</i> _____	Name: _____
Triage process explained: Y/N	Organisation name: _____
Communication process explained: Y/N	Further information: _____ _____ _____
Request to be waitlisted: Y/N	
Support/s required: Y/N	<input type="checkbox"/> Data entry completed

YWCA Canberra Clubhouse collects personal information to inform statistics for reporting purposes and so staff can better support the safety and wellbeing of its members. For guidance on the personal information we collect and how we will handle your information, please contact the Clubhouse Coordinator or see the YWCA Canberra full Privacy Policy on our website (<https://ywca-canberra.org.au/wp-content/uploads/2018/12/OP2.11-Privacy-and-confidentiality-policy.pdf>). You can also request a copy from one of our Privacy Officers at quality@ywca-canberra.org.au.

Permission Form

I understand that although staff will take every reasonable precaution to ensure the safety of participants, all physical activities in this program carry the risk of personal injury. I acknowledge that there are inherent risks of personal injury involved in YWCA Canberra activities, and I agree that I/my child participates in activities at my own/ their own risk.

I give YWCA Canberra staff permission to administer first aid to me/my child in the event of an emergency. I agree that in case of emergency, and emergency contacts cannot be reached, I give permission for medical and transport arrangements to be made on my/my child's behalf and I will incur the cost of transportation to a hospital/emergency service and for any associated costs.

I agree that always I will act in a responsible manner, and should I fail to meet expected standards of behaviour, I/my child may be required to cease the activity and/or be required to leave the activity (at my own expense if transport is required).

I acknowledge that should I/my child choose to leave the program for any reason, then YWCA Canberra staff will not be held responsible, but will inform one of the persons listed above (if the young person is under 18 years of age).

At all times, I acknowledge my/my child's responsibility in practicing sun-smart practices.

I have read the above information and I give permission for my child/dependant, (child's full name) _____, to attend the YWCA Canberra Youth Programs Winter 2020 School Holiday Program.

Participant Signature:

Date:

Parent/Guardian Signature *(If participant under 18 years of age)*:

Date:

Photography Permission Note

I _____ (participant's name) provide consent for YWCA Canberra to record my image (photograph or video footage) for promotional purposes. I understand my image may be used in mediums including; publications and promotional material, and broadcast, print and electronic/social media.

I acknowledge that my image will be used without any personal compensation or remuneration. I agree to forgo any rights to my image including moral rights and copyright.

YWCA Canberra agrees not to use your image in a manner that may be deemed adverse or defamatory. The image will remain the property of YWCA Canberra and any personal details regarding this image will be kept confidentially and will not be used for any purpose other than related to your image.

You should understand that any image which is published online can be copied and redistributed without the knowledge of the person that uploaded it. Once published, we may not be able to retrieve or delete images if consent is withdrawn after publishing.

I agree my images can:

- be used to promote YWCA Canberra Youth Programs Only
- be used for ongoing future use (general ongoing use related to the role and function of YWCA Canberra, including external agencies)
- include my name with the image

You can withdraw your consent at any time by contacting YWCA Canberra

Participant's signature:

Date:

Parent/Guardian signature:

Date: