



## Art Club - ENROLMENT FORM

*(The Horsham Regional Art Gallery is a Child Safe Organisation)*

### CHILD DETAILS:

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Sex: M / F Age: \_\_\_\_\_

### ENROLLING FOR: (Please tick/circle all that apply)

	Art Club Term 4 2023	Dates		Time
<input type="checkbox"/>	Tuesday	October	10	4:00pm- 5:30pm
<input type="checkbox"/>	Tuesday	October	17	4:00pm- 5:30pm
<input type="checkbox"/>	Tuesday	October	24	4:00pm- 5:30pm
<input type="checkbox"/>	Tuesday	October	31	4:00pm- 5:30pm
<input type="checkbox"/>	Tuesday	November	14	4:00pm- 5:30pm
<input type="checkbox"/>	Tuesday	November	21	4:00pm- 5:30pm

### PARENT / GUARDIAN CONTACT DETAILS:

Surname: \_\_\_\_\_ Given Name(s): \_\_\_\_\_

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

Postcode: \_\_\_\_\_ Email: \_\_\_\_\_

Home phone: \_\_\_\_\_ mobile: \_\_\_\_\_ work phone: \_\_\_\_\_

Relationship to participant: \_\_\_\_\_

### PICKING UP AND DROPPING OFF YOUR CHILD (Parents are welcome to stay and participate in this event)

Will you be the parent/guardian responsible for dropping off and picking up your child? YES / NO

Who else may be responsible for picking up your child? \_\_\_\_\_

What is their relationship to you/your child \_\_\_\_\_

What is their mobile number: \_\_\_\_\_

### MEDICAL:

**Does your child have any medical conditions or diagnosed behavioural issues of which you need the workshop facilitator to be aware of?**

**YES / NO (If yes, please advise staff as you may need to stay to supervise your child.)**

If yes, describe: \_\_\_\_\_

\*Please ensure that your child carry their Ventolin or Epi Pen if they require it.

PTO.....



**CONSENT ITEMS**

I give consent for my child (Secondary School Students only) to walk/ride independently to Horsham Regional Art Gallery Art Club / SPARK/ School Holiday Programs.

**YES / NO**

I authorise Horsham Regional Art Gallery/Town Hall to use photographs taken during workshops for promotional and reporting purposes only.

**YES / NO**

I authorise staff to consent to whatever medical treatment may be deemed necessary, where it is impracticable to communicate with me.

**YES / NO**

Would like to receive email notifications of future classes/workshops.

**YES / NO**

Email:

**DECLARATION:**

I declare that the information I have provided is correct and have read and agree to abide by the terms and conditions of enrolment.

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

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

## PLEASE KEEP FOR YOUR RECORDS

### Terms and Conditions:

- I understand that places are limited and that in the event the workshop is over-subscribed, my payment will be returned to me.
- Horsham Town Hall reserves the right to exclude participants whose behaviour is disruptive.
- Horsham Town Hall accepts no liability or responsibility for any injury sustained by the participant that arises during a workshop.
- I authorise the staff to consent, where it is impracticable to communicate with me, to whatever medical treatment may be deemed necessary.
- Refunds and make up workshops are not available if a participant misses a workshop.
- I understand that the Horsham Town Hall reserves the right to cancel workshops that do not meet the enrolment quota. In this case a full refund will be given.
- As part of our Child Safe standards and procedures at the Horsham Town Hall, parents/guardians are required to sign their children in and out of classes for Primary School aged children and under. Participants enrolled in workshops aimed at Secondary School aged children are able to sign themselves in and out of the Horsham Town Hall at the Gallery reception desk with prior consent on the enrolment form.
- Enrolment and/or attendance at the Horsham Town Hall workshops constitutes acceptance of the above terms and conditions.

### The Horsham Town Hall is a Child Safe Organisation

#### What does this mean?

Horsham Rural City Council has commenced phasing in the Child Safe Standards and is committed to providing and promoting this. Council has a zero tolerance to child abuse and aims to create child safe and child friendly environments where children feel safe and secure and have fun. This includes the physical, emotional, cultural and social wellbeing of all children.

Council has recently appointed two Child Safety Officers to assist in the management and reporting of any suspected child abuse has been developed. A procedure has also been developed that enables staff, volunteers, families and children to report any concerns about child safety to the newly appointed child safe officers.

#### When to report a concern for child safety

As a parent, child or worker you should report any concerns regarding child safety in regards to:

- Disclosure of abuse or harm
- An allegation, suspicion or observation of abuse or harm
- A breach of Code of Conduct
- Environmental safety issues

#### How to report

Call 000 if the child is in immediate danger.

You can report your concerns to the Horsham Rural City Council's Child Safety Persons in person, via telephone or in writing:

Mandi Stewart  
Manager, Human Services,  
Horsham Rural City Council  
[mandi.stewart@hrcc.vic.gov.au](mailto:mandi.stewart@hrcc.vic.gov.au)

03 5382 9747

Kevin O'Brien  
Director, Community Development,  
Horsham Rural City Council  
[kevin.obrien@hrcc.vic.gov.au](mailto:kevin.obrien@hrcc.vic.gov.au)

03 5382 9743