



# HOMEWORK CLUB

Name: \_\_\_\_\_

D.O.B.: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Parents & other family members: \_\_\_\_\_

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

Phone \_\_\_\_\_ Family Email: \_\_\_\_\_

Health Issues:  
(e.g. asthma, allergies – see overleaf) \_\_\_\_\_

Is there anything else it might help us to know? \_\_\_\_\_

Sometimes we take photos to encourage the church. We never put identifying details on photos. May we display these pictures?

At Church Yes No On the church website Yes No

## Emergency contact (during Homework Club time):

1) Name: \_\_\_\_\_ Number: \_\_\_\_\_

2) Name: \_\_\_\_\_ Number: \_\_\_\_\_

## Drop off and Pick up

I am dropping my child off at Homework Club, and picking them up Yes

OR

I have arranged for my child to be dropped off and/ or collected, by

\_\_\_\_\_ Drop off by Other  
(Name of other parent, carer, or older child)

\_\_\_\_\_ Pick up by Other  
(Name of other parent, carer, or older child)

**Consent** *(please read information overleaf)*

I consent to my child participating in the Homework Club. I also give permission for leaders to drive my child home in an emergency.

Name of Parent, Legal Guardian or person with parental responsibility:

(please print): \_\_\_\_\_

Signature of above person: \_\_\_\_\_

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

## Consent to participation of son/daughter/ward ("*child*") in the Homework Club general program

*(in accordance with the NSW Presbyterian Church's Insurance Procedure)*

All 'Homework Club' activities are planned to support your child with their school work and provide a fun and safe environment to learn in. There is always a qualified first aider on site, and activities are modified as needed to ensure all can participate safely. Some games may be run throughout the program and injuries can occur. Parents are always informed of any incidents, and we review after each week to ensure that we are protecting your children to the utmost of our ability.

All helpers have completed a NSW Working with Children Check and are screened by the Homework Club coordinator.

We do not normally allow leaders to drive children home. However, in an unusual or emergency situation, we will take children to a safe place. Two leaders will accompany the child. Only fully licensed drivers will be used.

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### ***Risk Warning and Indemnity***

I understand that the Homework Club is primarily providing a space for my child to complete and learn from their school set homework, however, games and activities are run, in which some risk is inherent and injuries can occur.

In signing this document, I agree that Macquarie Chapel Presbyterian Church has provided me with the necessarily information in regard to Homework Club and any risks therein. I understand that the utmost care will be taken to maintain the Homework Club as a safe and inclusive environment, yet agree that injuries can occur due to physical games or activities that may be run.

To the extent permitted by law, I agree to hold Macquarie Chapel Presbyterian Church harmless against any and all loss or damage that I and/or my child may suffer as a result of any injury or damage sustained by my child while participating in the Homework Club.

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**Medication**

I \_\_\_\_\_ (Parent/Guardian) authorize Homework Club at Macquarie Chapel Presbyterian Church to administer the following medication to my child \_\_\_\_\_ (child name).

I understand the potential risks and side effects of this medication for my child

Medication:

Dosage:

Special instructions:

Expiry:

Time to be administered (if routinely taken)

My child has the following allergies (list all)

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My child is at risk of anaphylaxis to \_\_\_\_\_

Action plan provided to Homework Club

Yes No

Medication provided to Homework Club

Yes No

My child has asthma

Yes No

Action plan provided to Homework Club

Yes No

Medication provided to Homework Club

Yes No

## PRIVACY POLICY

<http://pcnsw.org.au/index.php/privacy-policy-guidelines/>

### for THE PRESBYTERIAN CHURCH (NEW SOUTH WALES) PROPERTY TRUST AS TRUSTEES FOR PRESBYTERIAN CHURCH OF AUSTRALIA IN THE STATE OF NEW SOUTH WALES (the "Property Trust")

1. Introduction: The Presbyterian Church of Australia in the State of New South Wales Church ("the Church") is an unincorporated association. The Church and its Property Trust collect data from users of Church and Property Trust services, and from persons and businesses that provide services to the Church and/or to the Property Trust. The data collected by the Church and the Property Trust includes information which can identify you as a person such as your name, your address and other details about you. This information is referred to in Australian legislation as "personally identifiable information". The Church and its Property Trust may also collect Sensitive Information about or related to you from time to time. Sensitive Information includes information which may not personally identify you but is related to a persons: Health; Financial status; racial or ethnic origin; political opinions; membership of a political association; religious beliefs or affiliations; philosophical beliefs; membership of a professional or trade association; membership of a trade union; sexual preferences or practices; or criminal record. The collection and management of Personally Identifiable and Sensitive information is regulated in Australia and in other countries. The Church and the Property Trust are committed to protecting your privacy and any personally identifiable and Sensitive data you supply to us. This Privacy policy sets out: how and why we collect data including personally identifiable and sensitive data; what we do with data we collect, how we manage collected data; and with whom we share that data. If you have any questions about this policy please contact us

2. Scope of this Privacy Policy: As required by government registration or accreditation obligations certain organizations and activities operated by the Church and the Property Trust, such as Church affiliated schools and aged care facilities, have separate Privacy Policies in place. This Privacy Policy for the Property Trust will apply to the collection of data by the Property Trust or the Church where there no other Church Privacy Policy applies.

3. Collection and use of personal information: The Church and the Property Trust will use collected data including Personally Identifiable and Sensitive information in furtherance of the mission and activities of the Church and the Property Trust. The Church and the Property Trust will include some of the information it collects in the Church's permanent Archival Records. The Church and the Property Trust will review information not included in the Church Archival Records, and delete information no longer required for Church or Property trust activities. The Church and the Property Trust will use data it collects to promote all of the spiritual, pastoral, social, educational, administrative, legal, and historical functions of the Church and for the business requirements of the Property Trust including property management and obtaining services for and by the Property Trust. These Church and Property Trust purposes include but are not limited to administration and communication throughout the Church and the Property Trust, analysing the role of the Church and the Property Trust in society, recording the histories of Church members, adherents, and persons in regular contact with the Church, and maintaining records in the public interest, including baptism rolls, wedding registers and other related purposes. Data collected by the Church and Property Trust will be shared with third parties such as person's studying aspects of the life and work of the Church and society and of people who are or have been associated with the Church, and the Property Trust, and with other third parties who provide services to or receive services from the Church and or the Property Trust. Whenever we share your information with third parties, both the Church and the Property Trust will take all reasonable efforts to make sure that these third parties keep your information in the same manner as it is kept by the Church and the Property Trust. The Church and the Property Trust work with third parties to provide our services. Most of the service providers used by the Church and the Property Trust are based in Australia. However the Church and the Property Trust may from time to time work with service providers such as charities and other Church related bodies who are located outside of Australia. The Church and the Property Trust may also share information with technology and financial support services that are located outside of Australia.

4. Security and disclosure of information: The Church will take all reasonable steps to keep personal, sensitive, and all other confidential or restricted information secure, and to prevent its unlawful use and/or inappropriate disclosure. The Church and the Property Trust will, as far as practicable, develop and implement practices and procedures in respect to Church archival records. These polices will address: 3 (a) Requiring researchers seeking access to archival records to acknowledge prior to access being granted to the archival records, that:- (i) the Archival Records made available to them are subject to the this Privacy Policy and all applicable legislation; and (ii) The researcher is solely responsible for obtaining any further consent required if the information is to be used outside of the purposes for which it was collected; and (iii) The researcher will be responsible for any breach this Privacy Policy and/or relevant legislation caused by the use of information made available by the Church; and (iv) The researcher will be required to indemnify the Church and the Property Trust, the Assembly, and/or its agencies in respect of liability for such breach. (b) Require all applicants/researchers seeking personal and sensitive information from registers of baptism and/or marriage prior to the provision of such information to:- (i) Produce evidence that he/she is a subject of the record concerned, or holds the consent of the subject(s) of the record to obtain the information; or (ii) Establish that the subject(s) of the record are deceased, or can reasonably be presumed to be deceased. Where the subject of data collected by the Church or the Property Trust seeks to access to his or her personal information or sensitive information collected, it is the policy of both the Church and the Property Trust to grant access, subject to the production of identification.

5. Archival Records to be held at Ferguson Memorial Library: It is current policy of the Church and its Property trust that in order to assure the preservation of data collected by the Church and the Property Trust that this Church will transfer Church and Property Trust registers, minute books, correspondence, photographs and other images, and all other records containing personal and sensitive information to the Ferguson Memorial Library and Archives of the Presbyterian Church of Australia in NSW.

6. Complaints procedure, designation of Privacy Officer and contact information: Enquiries concerning this Privacy Policy, and any complaints concerning failure of the Church to comply with this Policy, or relevant legislation should be addressed in the first instance to the Church's designated Privacy Officer, who can be contacted on 1300 773 774, or PO Box 2196, Strawberry Hills, NSW 2012 or [general@pcnsw.org.au](mailto:general@pcnsw.org.au). If any complaint is not readily resolved to the satisfaction of the complainant the matter will be referred to the General Manager, who can also be contacted on 1300 773 774, or PO Box 2196, Strawberry Hills, NSW 2012 or [general@pcnsw.org.au](mailto:general@pcnsw.org.au). The Complaint Resolution process will include but not be limited to; (a) the matter being handled in a proficient and confidential manner at executive level, and/or (b) referred to the Courts of the Church under the provisions of The Code of the Church, and/or (c) Independent arbitration initiated depending on the most suitable action necessary in an attempt to best resolve the matter.



## Afterschool Homework Club Ministry: Who Are We?

### Background

Macquarie Chapel ("Macchap" to locals) is a Presbyterian Church, committed to "growing people who glorify God and enjoy Him forever". We are partnering with Ryde Salvation Army, who have operated an after school homework club at the Ivanhoe Social Housing Estate since 2001.

Macchap's involvement in the Ryde/Eastwood community dates back to the 1950's, through activities such as playgroup, youth spaces, Christmas celebrations, Café on the Corner and more. We are actively accredited under the National Council of Churches Safe Churches Agreement.

For more information, please visit [www.macchap.org.au](http://www.macchap.org.au).

### Mission statement /Philosophy

*To provide a safe, fun, inclusive space where kids can be supported in their all of life learning.*

We will do this by:

- Developing supportive and meaningful relationships with children and their families, built on God's love
- Encourage them to be successful learners which will impact their participation in schooling
- Strengthening Home learning links and connections with the community

### Outcomes

Homework club seeks to enhance each child's:

- Wellbeing
- Learning and Schooling engagement
- Home support networks

### What does an afternoon look like?

Commencing at 3:30pm, students will be welcomed at the sign-in/out table, and be provided with a healthy afternoon tea. This "downtime" is crucial for kids to be able to relax after a school day. Students will then move into the Study/Tutoring area where they will receive coaching and encouragement to complete homework tasks. The afternoon will end with a time of fun and team games/activities, which provides an incentive for the hard work. Students will be collected and signed out by parents/caregivers at 5pm.

### Questions, feedback, concerns – we'd love to hear from you!

Please get in touch with us at [homeworkclub@macchap.com.au](mailto:homeworkclub@macchap.com.au).