

## School Registration Form

Teacher/Coordinator: \_\_\_\_\_  
Contact number: \_\_\_\_\_  
School: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Town / Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Attending teacher on CVA program \_\_\_\_\_ Contact mobile number on the day \_\_\_\_\_  
Email: \_\_\_\_\_  
School start time: \_\_\_\_\_ School end time: \_\_\_\_\_

1. How did you hear about Rio Tinto Earth Assist?  
\_\_\_\_\_  
\_\_\_\_\_

2. When would you like to book a conservation program (week, term)?  
\_\_\_\_\_  
\_\_\_\_\_

3. What is the availability of your students during this time? e.g. only Monday at 9.00am until 2.00pm etc.  
\_\_\_\_\_  
\_\_\_\_\_

4. Number of students attending & year group:  
\_\_\_\_\_

5. Would you like to know more about our endorsed program? Y/N  
*There are two endorsed programs operating each semester, these can gain students 3 points towards their WACE.*



6. As the organising or attending teacher to the scheduled program, I have also filled in a Volunteer Registration form and handed this to CVA?  Yes  No

If no, please complete a Volunteer Registration form and hand in to CVA with this form.

7. Duty of Care Acknowledgement:

The Rio Tinto Earth Assist program is not just for students and we feel you will definitely have a great time out in the community yourself. We ask that all people supervising students play an active role, sending and reinforcing the message that conserving our environment is everyone's responsibility. Duty of care remains with teachers / school supervisors at all times and no program will proceed if the appropriate school representative is absent. Duty of care is a legal concept that has its origins in common law. The Department of Education & Training's Policy on Duty Of Care can be found here:

[http://policies.det.wa.edu.au/our\\_policies/ti\\_view?iview=summary\\_view&uid=01b68179c7ccf5539554511a7572e994](http://policies.det.wa.edu.au/our_policies/ti_view?iview=summary_view&uid=01b68179c7ccf5539554511a7572e994)

This policy explains what 'duty of care' means, how teaching staff may discharge their duty of care to students, and circumstances in which non-teaching staff, external providers and volunteers may owe students a duty of care.

The Department of Education & Training encourages schools to conduct well planned off school site activities that are integrated with learning programs. Activities conducted outside the relatively protective environment of the school site involve greater risk. Therefore particular attention must be given to ensuring the safety and welfare of all excursion participants. It is important to confirm that you have read and are familiar with the Departments' policies in relation to off site activities, and Visitors on School Premises, which can be found here:

[http://policies.det.wa.edu.au/our\\_policies/ti\\_view?uid=dfeafd11e59c6fed0ff5b7686c9fb0e9&iview=summary\\_view](http://policies.det.wa.edu.au/our_policies/ti_view?uid=dfeafd11e59c6fed0ff5b7686c9fb0e9&iview=summary_view)  
[http://policies.det.wa.edu.au/our\\_policies/ti\\_view?uid=1cf6e41ef6ecac6f5de5ded360711b41&iview=summary\\_view](http://policies.det.wa.edu.au/our_policies/ti_view?uid=1cf6e41ef6ecac6f5de5ded360711b41&iview=summary_view)

### Proposing Agency Declaration

- I declare that I have read and understand the information above
  - I have received parental/guardian permission in writing for all students to attend
  - I have checked that all Volunteer Registration Forms are completed, true and correct including statements of any medical conditions and have passed these onto CVA within 3 working days of our schools scheduled program
  - I declare that I have read and understand the Department of Education & Training's Policy on Duty Of Care, Off-Site Activities and Visitors on School Premises
  - I am the Community Service Coordinator or authorised person, and I have the approval of the school to undertake the project.
- 
- I have read, understand and will follow all Conservation Volunteers Australia project guidelines and Frequently Asked Questions.

Name of School

Signature of Representative

Date:     /     /

Name & Title of Representative

This information is required by CVA to safely implement projects under its management and to better serve volunteers and project partners. This information will be stored in a secure manner in accordance with the Privacy Amendment (Private Sector) Act 2000. This information will be disclosed only to those responsible for the implementation of CVA managed projects.

For more information contact:

**Noleen Philippe**

Program Manager | Conservation Volunteers Australia

[www.earthassist.org.au](http://www.earthassist.org.au)

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