



Attached to this Referral Form is a Privacy Notice which explains how we collect and manage your personal information, whether you are a person in custody, a parent or guardian, or a carer. We need the consent of each of those people in respect of how we collect and manage personal information before we can proceed further.

SHINE for Kids requires the information provided to enable us to make an informed decision about whether SHINE for Kids is able to assist your children, your family and you. Please see the Privacy Notice contained in this form for more information about how we manage your personal information.

What program are you applying for:

- Storytime Program Keeping Us Together Parenting Program Stay Together Play Together (playgroup)

INFORMATION ABOUT THE PARENT IN CUSTODY

Form with fields for First Name, Middle Name, Surname, Date of Birth, Gender, Sexual Orientation, Country of Birth, etc.

INFORMATION ABOUT THE CHILDREN Please provide the following information about the children who may participate in SHINE for Kids Programs:

Table with columns for Child One through Child Six, containing fields for Name, Gender, Country of Birth, etc.

**INFORMATION ABOUT THE PERSONS CURRENTLY CARING FOR THE CHILDREN eg GUARDIANS/CARERS/CPFS**

	Guardian / Carer One / CPFS	Guardian / Carer Two (if applicable)
Relationship to Child:		
First Name:		
Surname:		
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary <input type="checkbox"/> Prefer Not To Disclose <input type="checkbox"/> None of the Above – I identify as _____	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary <input type="checkbox"/> Prefer Not To Disclose <input type="checkbox"/> None of the Above – I identify as _____
Do you wish to identify as:	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> South Sea Islander <input type="checkbox"/> Cultural and Linguistically Diverse <input type="checkbox"/> None of the Above – I identify as _____	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> South Sea Islander <input type="checkbox"/> Cultural and Linguistically Diverse <input type="checkbox"/> None of the Above – I identify as _____
What is the main country you are cultural linguistic and diverse in?		
Address:		
Suburb:		
Postcode:		
Home Number:		
Mobile:		
Work Number:		
Email:		

ANY OTHER ORGANISATIONS PROVIDING ASSISTANCE TO FAMILY eg Case Manager / CPFS

Name of Organisation:		Contact Person:	
Contact Number:		Position:	
Email Address:			

Name of Organisation:		Contact Person:	
Contact Number:		Position:	
Email Address:			

Name of Organisation:		Contact Person:	
Contact Number:		Position:	
Email Address:			

Parent in Custody Signature: _____ Date: _____



Privacy Notice

Your personal information will be collected and used by SHINE for Kids Co-operative Ltd (ABN 60 662 072 775) (**us, we, our** or **SHINE for Kids**) for the purposes of assessing whether you are eligible to participate in our programs. If you are eligible, SHINE for Kids will use and disclose your personal information to enable you to participate in the programs and to manage the programs themselves. Some of the personal information may be sensitive information such as information about criminal records or health.

We may also collect personal information about you from third parties, or may share your information with third parties for the purposes above. We will generally only collect personal information from third parties when it is not practicable to collect it from you. The third parties from whom we collect personal information and to whom we disclose personal information include inmates who have a relationship with the children, guardians or carers of the children, the children themselves. In addition, the third parties include corrective services centres and agencies, juvenile justice officers, parole officers and community corrections staff, child protection agencies, staff at a child's school or TAFE, community organisations, family support services, foster care agencies, and other carers and counsellors.

If we are unable to collect your personal information, and do not obtain your consent below, you, the children and the guardians and carers may be unable to participate in our programs.

Our Privacy Policy contains information about how you can access and ask us to correct information we hold about you. Our Privacy Policy also contains information about how you can complain about a possible breach of the Australian Privacy Principles under the Privacy Act 1988 (Cth) and how we would manage your complaint. A copy of our Privacy Policy is available on our website.

We may disclose your personal information to the provider of our web and email services who is located in the USA.

If you have any questions about this Privacy Notice, please contact us on the following:

Email: inquiries@shineforkids.org.au

Phone: (02) 9714 3000

Postal Address: SHINE for Kids, 128-130 O'Connell Street, NORTH PARRAMATTA NSW 2151

Your consent regarding your personal information

I, the person named below, consent to SHINEfor Kids collecting, using and disclosing my personal information as described in the Privacy Notice above. In particular, I consent to my personal information being disclosed by corrective services centres and agencies and other relevant government agencies to SHINE for Kids, and to SHINE for Kids collecting that personal information.

Consent by parent in custody / detainee parent:

Signed:

Name (printed):

Date:

Information for the parent in custody / detainee parent and carer

SHINE for Kids requires the information provided to enable us to make an informed decision about whether SHINE for Kids is able to assist your children, your family and yourself. Please provide as much information as possible to enable the process to occur as quickly as possible.

In processing your referral a confidential file will be created which enables your information to be kept securely.

For Complaints, Compliments and Feedback

If you would like to provide any complaints, compliments or feedback please use the contact methods below:

By telephone: ask to speak with the People and Culture Manager (02) 9714 3000.

By email to: People and Culture Manager hrmanager@shineforkids.org.au

By mail to: People and Culture Manager
SHINE for Kids
128-130 O'Connell Street
NORTH PARRAMATTA NSW 2151



FOR OFFICIAL USE ONLY:

The following information is required to be checked before proceeding:

Name of Shine staff doing this check:	
Date Conducting Check:	
Is there a current FVRO?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what date does the FVRO start?	
If yes, what date does the FVRO cease?	
If yes, who are the protected persons?	
If yes, is the parent allowed to have visits with the nominated children?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the order restrict visits between the parent in custody and the guardian or carer?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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SHINE for Kids Use Only:

SHINE Employee Name:	
Date Referral Received:	
Approval of Application:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date Referral Entered into SFK Impact Portal:	
SHINE Employee Signature:	