



GENERAL COURSE ENROLMENT FORM

Please carefully read, complete & sign before returning to the office. Only return Page 1 & 2 and keep Page 3 for your own reference

Our **Code of Conduct, Privacy Policy, Classes and Activities Policy** (including refund information) and all other policies are available from the office or online at <https://www.mitchamcommunityhouse.org>

COURSE

Name of Course: _____ Start Date: _____

PERSONAL DETAILS

First Name: _____ Surname: _____

Preferred Name: _____ Date of Birth: / /

Gender: Male Female Other

Contact Number: _____ Email Address: _____

Do you have a medical condition or disability that may affect your ability to participate in the class? Class activities may be able to be modified to suit participant's individual needs.

Yes **Please inform your Tutor at your first class**

No

ADDRESS DETAILS

Number: _____ Street Name: _____

Town/Suburb: _____ Postcode: _____

EMERGENCY CONTACT DETAILS

Name: _____ Relationship: _____

Contact Number: _____

DEMOGRAPHIC DATA:

The following information is required for funding & statistical purposes only and will be treated as confidential

Country of Birth: _____

Language spoken at home: _____

Are you of Aboriginal or Torres Strait Islander origin?

No Yes – Aboriginal Yes - Torres Strait Islander YES, both Aboriginal and Torres Strait Islander

PLEASE READ AND SIGN BEFORE RETURNING TO THE OFFICE

- Mitcham Community House Inc. aims to ensure that its facilities meet the needs of its participants. The organisation is committed to providing a healthy and safe work and service delivery environment to its members, staff, tutors, volunteers, service users and visitors.
- Any personal information collected for registration purposes is protected in accordance with the Privacy and Data Protection Act 2014 (Vic).
- Payments for Class Fees and the Annual Fee may be made via cash, cheque, credit/debit card or EFTPOS. Cheques are made payable to 'Mitcham Community House'. Credit/Debit card payments can be taken over the phone. For Bank Transfer please phone office for details. Enrolment will be confirmed once class fee payment is received.
- On signing and submitting this form I am giving consent to Mitcham Community House Inc. staff to seek or where appropriate, administer such emergency medical treatment as is reasonably necessary. I will reimburse any necessary expenses incurred by Mitcham Community House Inc.
- In the event there is a photographer on the day, I will inform them if I do not wish to give consent for my photograph to be taken and used in promotional materials.
- I have read and am aware of the *Classes and Activities Policy** for all information on eligibility, refunds, payment options, missed classes and other important information.
- I have read and agree to comply with the *Code of Conduct* as attached.
- I have read the *Privacy Policy*
- I agree to let the tutor know if there is any information that may require special consideration in any class.

*All Mitcham Community House policies can be viewed online at: www.mitchamcommunityhouse.org or hard copies can be requested from the office.

Signed:

Date:

USEFUL DATA FOR INTERNAL MARKETING

How Did You Hear About Mitcham Community House? Course Guide Social Media Library
Local Paper Word Of Mouth Other _____

Would you like to join Our Email List for news and other Updates? Yes No

CODE OF CONDUCT

Please keep for this information for your reference

INTRODUCTION

Mitcham Community House is committed to the adoption of ethical conduct in all areas of its authority and responsibility.

This Code of Conduct sets out the standards of behaviour that are expected of the Committee of Management (the Committee), staff, tutors, volunteers, participants/students, families, visitors and contractors at Mitcham Community House.

All participants/students, families, visitors and contractors will:

- Act in a courteous and responsible manner
- Treat everyone with respect, and respect all cultural, religious and political differences in a sensitive way
- Have zero tolerance of discrimination, bullying, family violence and child abuse
- Not engage in fraudulent or corrupt behaviour
- In relation to children, model appropriate adult behaviour and appropriately listen and respond to children, not initiate unnecessary physical contact with a child who is not in their care unless it is to prevent a child from harm, and notify the Manager of any suspected child abuse or concerns about a child's safety
- Comply with Mitcham Community House's policies and procedures
- Notify Mitcham Community House if not attending an activity, program or service
- Participate in an activity, program or service as directed by the tutor or instructor
- Appropriately use technology
- Look after furniture and equipment and return these to the office or storeroom at the end of a class

CHILD SAFETY

Everyone has a responsibility to keep children safe and all people involved in the care of children on behalf of Mitcham Community House. No person shall:

- Shame, humiliate, oppress, belittle or degrade children or young people
- Unlawfully discriminate against any child
- Engage in any activity with a child or young person that is likely to physically or emotionally harm them
- Initiate unnecessary physical contact with a child or young person, or do things of a personal nature for them that they can do for themselves
- Be alone with a child or young person unnecessarily or for more than a very short amount of time
- Develop a 'special' relationship with a specific child or young person for their own needs
- Show favouritism through providing gifts or giving inappropriate attention
- Arrange contact (including online) with children or young people outside of Mitcham Community House's activities, programs or services