



CAREMONKEY POLICY -PROVIDING ACCESS TO MORE THAN ONE PARENT

Every family has aspirations for their child. Catholic schools honour the role of parents as the first and ongoing nurturers and educators of their children. In partnering with families, this life-giving relationship transforms the possibilities for each child and promotes optimal engagement, achievement and wellbeing. (Horizons of Hope, CEM)

At St Joseph's, we take the health and safety of our students very seriously. We use a health, safety and electronic consent form system named CareMonkey. CareMonkey has parent controlled electronic forms for schools. These electronic forms replace the paper based forms for excursion consent and medical information. It gives parents the opportunity to update medical information promptly and accurately while providing the school with instant access to the emergency information provided by parents about their child/ren.

To access CareMonkey the school will send a notification to one parent in the family, requesting they complete a Medical Form (Care Profile) for their child/ren. This parent will have the responsibility as the Profile Owner. A second parent can also be added as a 'notification only' parent. This second user will receive email notifications but will not be able to edit the Care Profile or respond to eForms unless the Profile Owner gives them 'View and Modify access'.

To cater for situations where both parents wish to be Profile Owners, the first named Profile Owner must give 'view and modify access' to the other parent, unless there is a court order that would deny the other parent access to such information.

If the first named Profile Owner does not give 'view and modify access' to the other parent if requested, then the school will change which parent is the first named Profile Owner to facilitate dual access for both parents to CareMonkey. If parents cannot reach an agreement the school will provide paper copy documents to both parents.

In cases where two parents can modify the Care Profile and associated forms such as permission forms, the school will abide by the permission on CareMonkey one hour prior to the proposed activity. For the annual school camp the school will abide by the permission on CareMonkey given one week prior to the departure date.

REVIEW

Policy ratified by the leadership team August 2018. This policy will be reviewed in 2020.

St Joseph's is committed to the protection of children in line with the Victorian Government Child Safety reforms.

St Joseph's School aspires to live the values of Jesus within a welcoming Catholic community that celebrates and integrates faith, life, learning and culture; empowering our students to live together harmoniously in an ever changing world.