



The Department of Catechesis

Syro-Malabar Eparchy of St. Thomas the Apostle Melbourne, Australia

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Catechism – Parent Information and Consent

The Department of Catechesis, Syro-Malabar Eparchy of Melbourne wishes to advise all parents/carers on the below **Terms and Conditions** when enrolling their children for catechism classes. Please read the below Terms and Conditions carefully and sign the declaration to demonstrate your consent with the Terms and Conditions.

1. Acceptable Conduct

- 1.1. I understand the catechism classes are managed by volunteers and I will respect their dedication and commitment to children's religious education and I will demonstrate a positive attitude to the activities of Catechism Department.
- 1.2. As a parent I will use common sense, be polite and treat people how I like to be treated and use sound judgment to avoid contentious issues if any collusion arises at Catechism Department activities.
- 1.3. I will monitor my child's catechism diary and respond to class teacher appropriately as required.
- 1.4. I understand that any matter of concern needs escalation as appropriate, by liaising with the principal and parish priest.
- 1.5. If I have a concern about child safeguarding, I will report to the Parish Safeguarding Officer or Parish Priest, or email safeguarding@syromalabar.org.au.

2. Supervision before and after catechism

- 2.1. Onsite supervision of children will only commence 10 minutes before the Catechism Assembly.
- 2.2. I understand that it is the parent's responsibility to ensure that children are dropped off during the indicated time and sign in with the class teacher thus ensuring children are always supervised by an authorized adult.
- 2.3. I understand that it is the parent's responsibility to pick up children timely when catechism finishes. Parents are to arrive timely to sign out children from the class teacher within 5 minutes of the class finishing time. This is applicable to locations where the holy Qurbana is held before the catechism classes.
- 2.4. I understand that children are not allowed to go to pick up zones without adult supervision.
- 2.5. I understand that parents who are late for picking up children will be required to report to the Principal. This is applicable to locations where the holy Qurbana is held before the catechism classes.
- 2.6. I understand that the children will be guided to the church to participate in holy Qurbana if the parents do not arrive within 5 minutes of ending the class. This is applicable to locations where holy Qurbana is after catechism classes.

3. Children's arrival and departure

- 3.1. I will support children's safety and I will ensure my child is in the care of a responsible adult (Catechist or approved volunteer) when dropping children off to catechism or other activities at the church setting.
- 3.2. I understand that it is against policy and an unsafe practice to drop off children and leave them unsupervised in the car park, on the pedestrian footpath, or on the main road near the church.
- 3.3. I agree to sign in and sign out my child in person from the venue.
- 3.4. I will be on time to pick up my child after catechism classes and will cooperate with the policies of the Department by calling the catechist or principal if I am caught up and will arrive late for pick up.
- 3.5. If I am assisting by transporting my friend's children to catechism classes or other church activities, I will ensure that these children are seated at the back seat of the car with appropriate child seats as required for child safety in car.
- 3.6. If my children are going with another adult to catechism class, I will make sure that I inform the class teacher or catechism principal about the ad-hoc arrangements.

4. Special needs of children

- 4.1. I understand that I need to inform Catechism Department if my child has any special needs such as a learning disability, ADHD, or behavioral disorders etc. that requires special attention.
- 4.2. I understand that I need to keep my child at home if my child is suffering from infectious illness such as common cold or cough.
- 4.3. I understand that I need to inform Catechism Department if my child is on any medication and if medicine need to be administered including the dosage, frequency etc.
- 4.4. I understand that I will need to inform Catechism Department if my child has any restrictions to perform physical activities or participate in any indoor or outdoor events. I understand that as a parent I will be held responsible for any risk involved for the child or organization, due to my failure to disclose child's health needs.

5. Refreshments for children

- 5.1. As a parent, I will ensure that my child brings water and healthy snacks to the church especially when the duration of activity is longer than 1.5 hours.

