

# RELEVANT PERSON NOMINATION AND ACCEPTANCE FORM

During an expulsion process, it is sometimes necessary for a student or their parent or carer to nominate another adult to participate in the process as a Relevant Person.

This form should be used in the following circumstances:

- Where a student is under 18 years of age and is not considered a mature minor, and the parent/carer would like to nominate another adult to participate in the expulsion process; or
- Where a student is under 18 years of age and is considered a mature minor, and the student wishes to nominate an adult who is not their parent/carer to participate in the expulsion process;
- Where a parent/carer is unable or unwilling to attend the Behaviour Support and Intervention Meeting and the student or their parent/carer would like to nominate another person to attend the meeting.

## NOMINATION: PART A

TO BE COMPLETED BY THE STUDENT OR PARENT/CARER

STUDENT'S DETAILS	
Name:	
Date of birth:	
Age:	
Year level:	
VSN (if known):	
Telephone (if appropriate):	
Email (if appropriate):	
School name:	
School principal name:	

## SECTION 2 – PARENT/CARER DETAILS

PARENT/CARER DETAILS	
Name:	
Relationship to student:	
Email:	
Address:	
Telephone:	

Are there any relevant Court Orders? (tick)  YES  NO

Relevant Court Orders may include the following:

- Parenting Orders made pursuant to the *Family Law Act 1975 (Cth)*
- Personal Safety Intervention Orders made pursuant to the *Personal Safety Intervention Orders Act 2010 (Vic)*
- Family Violence Intervention Orders made pursuant to the *Family Violence Protection Act 2008 (Vic)*
- Protection Orders made pursuant to the *Children Youth and Families Act 2005 (Vic)*.

Please list any relevant Court Orders below and attach copies of those Court Orders to this form.

## SECTION 3 – NOMINATION OF A RELEVANT PERSON

<b>Name of person nominating a Relevant Person:</b>	
Telephone:	
Email:	
Address:	

Status of person nominating the relevant person (please tick one box):

- Student who is an adult or mature minor
- Parent with parental responsibility
- Guardian with guardianship responsibilities granted pursuant to the *Children, Youth and Families Act 2005 (Vic)*
- Informal carer (an informal carer is a relative or other responsible adult with whom a child lives and who has day to day care of a child. Informal carers should sign an 'Informal relative carer statutory declaration', which is available at [https://www.education.vic.gov.au/Documents/school/principals/spag/safety/informalcare\\_rstatdec.pdf](https://www.education.vic.gov.au/Documents/school/principals/spag/safety/informalcare_rstatdec.pdf)).

Name of person nominated:

Telephone:

Email:

Address:

Have there been any previous nominations? If so, please provide details.

I, \_\_\_\_\_ (name of person making nomination)

nominate \_\_\_\_\_ (name of person being nominated)

to be the Relevant Person for the purposes of the expulsion process for the purposes of Ministerial Order 1125 Procedures for Suspension and Expulsion of Students in Government Schools.

I understand and agree that the school principal or his or her nominee may disclose personal information and health information about me/ the student [delete the inapplicable] to the person being nominated in order to enable the person nominated to participate in the expulsion process. I consent to the disclosure of my/the student's [delete the inapplicable] personal information and health information in these circumstances and for these purposes.

I understand that I can revoke this nomination at any time by putting my revocation in writing and sending it to the principal of the school in which I am/the student is [delete the inapplicable] currently enrolled.

**If a parent/carer is completing this form:**

I understand that this nomination does not transfer my ongoing parental responsibility to ensure

the student is enrolled at and attending school. I also understand that this parental responsibility remains with me both during and after a suspension or expulsion process.

Signature of person making nomination: \_\_\_\_\_

Date: \_\_\_\_\_

**NOMINATION: PART B**

**TO BE COMPLETED BY THE PERSON NOMINATED AS THE RELEVANT PERSON**

NOMINEE'S DETAILS AND ACCEPTANCE	
Relevant Person's name:	
Relationship to student or parent/carer (depending on who has nominated):	
Telephone:	
Email:	
Address	

I, \_\_\_\_\_ (nominee's name)

Accept \_\_\_\_\_(nominator's name)'s

nomination as the Relevant Person in the expulsion process.

I agree and understand that my role is to advocate for the student, and their parent/carer if the student is not a mature minor, and provide support which may include:

- explaining the expulsion process and helping to ensure student, and if applicable, the parent/carer understand
- informing the student about their rights
- ensuring the school follows the legislated process and gives proper consideration to the *Charter of Human Rights and Responsibilities Act 2006*
- listening to concerns and questions from the student and offering support to the student
- explaining the outcome preferred by the student
- ensuring the student is afforded an opportunity to be heard

- helping to consider the next steps for the student if a decision is made to expel the student
- ensuring the right paperwork is received (for example, a Notice of Expulsion or a Student Absence Learning Plan)
- supporting the student through any subsequent appeal process
- supporting the student's transition to a new setting, if required.

I understand that the person who nominated me to participate in this process may revoke this nomination at any time.

I understand that in participating in the expulsion process, I may receive personal information and health information about the student. I agree not to use or disclose this personal information and health information in any way other than to participate in the suspension and expulsion process.

I have read and understood the attached *Support Person Guide*.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_