

**\*\* COMPLETE & SIGN BOTH SIDES of this form.  
RETURN completed FORM TO RECEPTION**

# Participant Membership Form

Complete all sections (both sides)

Inc No. A0028651L ABN 27675966331



<b>*Office Use Only</b>	<b>*Class/ Activity:</b> .....
<b>Course Details</b>	<b>*Term:</b> ..... <b>*Year:</b> .....
<b>Personal Details</b>	<b>First name:</b> ..... <b>Surname:</b> .....  <b>*Date of Birth:</b> ...../...../..... *required for data reporting (de-identified) <b>Gender:</b> <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other
<b>Home Address</b>	<b>Address:</b> ..... ..... <b>Suburb:</b> ..... <b>Postcode:</b> .....
	<b>Phone:</b> H ..... M .....  <b>Email (print clearly):</b> .....
<b>Emergency Contact</b>	<b>Name:</b> .....  <b>Relationship:</b> ..... <b>Phone:</b> .....
<b>Country of Birth</b>	<b>Country of Birth:</b> .....
<b>Language</b>	<b>Main language/s spoken at home (if NOT English)</b> .....
<b>Indigenous</b>	<b>Do you identify as Aboriginal or Torres Strait Islander heritage?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Disability</b>	<b>Do you identify as having a disability?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Important Information</b>	<p><b><u>Membership of Bennettswood Neighbourhood House</u></b>  <b>Membership is free to all participants and gives you voting rights at the Annual General Meeting. Membership eligibility: A person who agrees to support the purposes of the House as outlined in the Constitution &amp; Rules (available on request).</b></p> <p>• I agree to be a member of Bennettswood Neighbourhood House and to have my name added to the Register of Members.</p> <input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Sign:</b> ..... <b>Date:</b> .....  <b><u>Turn over and complete other side. Then return form to reception. Thank you.</u></b>

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## **Participant Code of Conduct**

### **Purpose**

Bennettswood Neighbourhood House is committed to providing a community environment that is welcoming, equitable, supportive and open to all. The House recognises the rights of all participants to full participation in their enrolled course or activity. Staff, tutors and participants have the right to a safe and respectful environment. House users and participants are not to engage in misconduct or breach Bennettswood NH policies including but not limited to bullying, harassment or risk to health and safety of self or others whilst attending activities at the House. The Committee of Management has a duty to provide a safe workplace for our staff and volunteers. Please treat staff and volunteers with courtesy and respect.

**Completing a course enrolment/ membership form, payment of fees and attendance in a course denotes agreement to the Participant Code of Conduct. The Participant Code of Conduct can be viewed on noticeboards and at reception. A copy of the Participant Code of Conduct can be obtained on request to the Manager.**

### **Photo Consent**

Photos and videos are taken and used for promotion of our activities in publications such as the website, social media, annual report, term brochures, media. The photographer will advise you when photos are being taken. If you do not consent please do not include yourself in group photos if you do not consent to your image being used for publicity of our activity program. (i.e. you must exclude yourself from any group photo/video shoots so only consenting people appear).

**I give permission for photos/videos that may include my image to be used for promotion of Bennettswood Neighbourhood House activities in publications (as above). (You may withdraw this permission any time).**

- Yes
- No

**Communications** We provide information to participants in a number of ways including brochures & flyers, noticeboards, signs, website and social media (Facebook), phone calls, SMS messages and face-to-face at reception. If you do not wish to receive occasional emails ensure that you collect a brochure from reception or check the website. I understand that this participant membership form will add me to a list to receive email communications about my participation in activities at Bennettswood Neighbourhood House. I understand that if I opt-out of emails I will not receive the latest relevant updates about activities and events.

- Yes - I agree to receive activity program information by email
- No - It is my responsibility to collect a brochure (if available) or check the website

### **Medical**

In the event of an emergency requiring immediate medical attention, an ambulance should/will be called. Any ambulance and medical treatment fees incurred are the responsibility of the person requiring medical assistance. Office staff are First Aid/ CPR trained. Staff are available to provide First Aid during staffed office hours. Some tutors are also First Aid/ CPR trained. The office may not be staffed during your time at the House. A First Aid Kit and manual is on the hands-free sink in the kitchen. Dial 000 in an emergency. A defibrillator (AED) is located in the foyer adjacent to the reception window.

### **COVID Safe Practices**

As we live with COVID-19, we can continue to protect ourselves, our loved ones and 'at-risk' people. Participants agree to comply with health and safety measures outlined in the House COVID Safe Plan including not attending activities if you have any symptoms of COVID-19, tested positive for COVID-19 or have reason to believe you may have COVID-19. COVID Safe practices are recommended - stay up-to-date with recommended vaccinations, wear a fitted face mask when you can't distance 1.5 metres from others, practise good hygiene and wash hands / use (supplied) hand sanitiser, assist with cleaning high touch areas and surfaces used with (supplied) sanitiser (70% Isopropyl solution) & handtowel. **Air quality & ventilation:** Air purifiers are installed in the back and front activity rooms. Air purifiers are easy to use. Just turn the device on (if not already on). Instructions are on the wall. The air purifier removes aerosol particles and other contaminants and releases clean air. It works better with doors and windows closed. If the air purifier is not switched on, windows should be opened (and then closed when your activity is finished outside of office hours). **PLEASE DO NOT UNPLUG OR MOVE THE AIR PURIFIER FROM ITS CURRENT LOCATION.**

### **Privacy Statement**

Personal information is necessary for the running of the activity you are enrolled in. It is collected and stored in accordance with The Privacy Act and other relevant legislation and regulations. It is required by law and it is the policy of Bennettswood Neighbourhood House to maintain confidentiality and ensure security of personal information provided by participants. **Completing and signing this enrolment form indicates your permission to use your personal information for the purposes outlined in this form (essential), this Privacy Statement and our Privacy Policy in accordance with relevant Privacy Legislation and regulations.**

**I have read and agree to comply with the above statements and conditions.**

- Yes

**Sign:** .....

**Date:** .....