



## Emergency/Medical Details

### 2024 Chaplaincy Study Retreat – Semester 1

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The University respects the privacy of its students and recognises your right not to provide sensitive information to the University. In this form, you are asked for certain information about your health, medical conditions, and current medications. This information is requested, to enable the retreat supervisors to respond more effectively to a medical emergency or an injury that you might sustain during the retreat.

Any information you provide will be strictly confidential and retained by the retreat supervisor. It will only be used if you require medical treatment during the retreat, or otherwise, only with your consent. The information may be disclosed to medical or other personnel attending or treating you, advising a person who is attending or treating you, or to anyone assisting with your care, such as ambulance personnel and persons attempting first aid. In the case of information regarding a food allergy, the information will be provided as necessary to any person preparing or serving food to you.

You may choose not to provide the information. In such a case, the retreat supervisors, medical and other attending personnel may not be in the best position to respond appropriately to a medical emergency. If you do not provide us with information on a contact person, there may be a delay in advising your family/next of kin in the event of a medical emergency.

The information you have provided will be stored securely by the event supervisors and/or Manager of Campus Ministry but destroyed within six months of the completion of the retreat unless you request us to retain it; or there is an investigation relating to a medical emergency affecting you. In the latter case, the information will not be destroyed until the investigation is completed.

### Emergency Medical and Contact Details

Full name: ..... Student no: .....

Telephone number: ..... Address: .....

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**Emergency Contact** (e.g., next of kin):

Contact person: ..... Tel. No. (work/mobile): .....

Relationship: ..... Tel. No. (home): .....

### Special Dietary Requirements (if applicable)

Indicate below if you have any special dietary requirements that you wish to be considered for catering purposes.

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## Provision of Medical Information

If you have a prior medical condition or injury that may impair your performance, or endanger you whilst on retreat, you must obtain written advice from your medical practitioner that it is safe for you to participate in the retreat. If you have such a prior medical condition or injury, and it results in the loss of a substantial amount of event activity, or places other students and staff in a position of medical risk, the retreat supervisors may require you to leave the retreat.

### Medical Conditions

Are you in a medical fund?                      Yes/No    Name of Fund: .....

Name of family doctor: .....

Practice phone no: .....

Please complete the following list and indicate if you have had, or still do have, any of the following conditions:

Elaborate (name the condition)

A.    Heart problems                                      Yes/No .....

B.    Respiratory  
1. Asthma (mild/severe)                                      Yes/No .....

2. Others    Yes/No .....

C.    Allergies  
1. Food    Yes/No .....

2. Drugs    Yes/No .....

3. Others    Yes/No .....

D.    Diabetes    Yes/No .....

E.    Epilepsy    Yes/No .....

F.    Phobias    Yes/No .....

G.    Others    Yes/No .....

### Medications

Please indicate any medications that you will be taking during the event (if you have any allergies that induce anaphylaxis, please note if you will be carrying an EpiPen).

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### Authority to Obtain Medical Attention

In the event of illness or accident, I consent to the retreat supervisors obtaining such medical attention as he or she may deem appropriate, to treat my condition. I understand that I will be liable for the costs of the treatment and associated services.

Name: ..... Signature ..... Date: .....



THE UNIVERSITY OF  
**NOTRE DAME**  
A U S T R A L I A

### **Photo Shoot, Video & Testimonial / Consent Form**

Thank you for agreeing to assist the University by sharing your photo(s), video and/or personal testimonial(s).

Please read the below carefully, then sign and date this form to consent to its contents.

Full name: .....

Degree/Program: ..... Phone: .....

Email: .....

I, ....., hereby authorise The University of Notre Dame Australia to use photographs and/or video footage taken of and/or by me and also any testimonial(s) that I provide in any University publication or advertisement (in various formats including cinema, television, newspaper, online advertising including social media and outdoor advertising), electronic and hard copy publications, University-related websites and social media sites and in any other similar ways deemed appropriate by the University.

I understand that I will not be entitled to any remuneration for the use of these photographs and/or testimonial(s) by the University and I hereby assign to the University any rights I may have in relation to these photographs and/or testimonials.

Signed: ..... Date: .....



## **Code of Conduct**

### *2024 Chaplaincy Study Retreat – Semester 1*

#### **General Conduct**

When you attend a retreat as a student of The University of Notre Dame Australia, you will be seen by others as representing the University. The way you conduct yourself will either enhance the University's reputation, or bring it into disrepute.

The University expects every student to observe appropriate behaviour in their interactions with fellow students, with staff in charge of the retreat, and with members of the public.

This means that you will:

- respect the rights of other students, staff or the public, and not engage in any conduct which may be perceived as harassment or interference with those rights;
- not physically or verbally abuse other students, staff or the public;
- not behave in an unruly or disreputable manner, or in a manner likely to cause discomfort of any other students, staff or the public;
- be courteous when dealing with the public (e.g., explain who you are, the nature of your association with the University, and what you are doing);
- not tamper with, vandalise nor destroy private and public property;
- not damage nor remove signs;
- observe lawful instructions of authoritative bodies such as police, volunteers, SES etc;
- behave ethically at all times.

#### **Observing the Lawful Instructions of the Retreat Supervisors**

Each retreat is conducted under the supervision of nominated members of staff of the relevant School or Office. Such persons in charge are the "retreat supervisors". During a retreat, a student must observe all reasonable directives of the retreat supervisors. Failure to do so may result in the student being required to withdraw from the retreat.

#### **General Health and Safety**

- You must take all necessary precautions to ensure your own health and safety, as well as the health and safety of other students and staff during any retreat.
- You should notify the retreat supervisors of any medical condition or prescribed medication that may affect your wellbeing.
- You must understand your own physical capabilities and not engage in any action that will over-extend those capabilities and risk injury. This includes taking care with manual lifting, and engaging in the correct practices e.g., bending the knees when lifting heavy objects.

#### **Appropriate Clothing**

- Appropriate footwear must be worn at all times.
- You must take precautions appropriate for protection from the sun (e.g., UV protective sunglasses, collared long sleeve shirts, wide-brim hat, and apply suitable 30+ factor sun-screen to exposed parts of the skin).

#### **Care and Respect for the Physical Environment**

- You must minimise any adverse impact of your physical presence on the natural environment, by
  - avoiding disturbance to native fauna, particularly during breeding or nesting periods., and
  - taking care not to unduly damage native flora.
- You must take all rubbish with you and deposit it in an appropriate receptacle.

### **Vehicles**

- You are not to drive any University or hired vehicle without the express permission of the retreat supervisors, except in the case of an emergency, when such permission cannot be obtained.
- You must not smoke in University or hired vehicles.
- You must not consume alcohol in University or hired vehicles (this is both a road traffic regulation and a safety issue).

### **Alcohol and Drugs**

- You must not bring, use or distribute on the retreat any alcohol or any substances prohibited by law. Failure to observe this requirement will lead to the termination of your involvement in the retreat and further disciplinary action.

### **Access**

- You must always gain prior permission before entering private land.
- You must use gates wherever possible to cross fences.
- You must leave gates as you find them. If closed, then close the gate after you. If open, leave the gate open.

### **Camps**

- You are expected to contribute to the efficient running of the camp, including cleaning and preparation of, and cleaning up after meals.
- A high standard of personal hygiene must be observed when preparing meals.
- Living areas must be maintained in a clean and tidy condition at all times.
- Bins and garbage bags must be used for the disposal of all rubbish.
- Each camp will have designated 'quiet areas' for sleeping and resting. You must not create undue noise or rowdiness in these areas.

### **National Parks**

- You must observe all National Park conditions and regulations.

### **Pets**

- Pets are not permitted on retreats.

### **Firearms**

- Firearms, and other forms of weaponry, are prohibited on all retreats.

## **PENALTIES FOR BREACH OF THE CODE OF CONDUCT**

If your behaviour while on a retreat breaches this Code of Conduct, you will be required to leave the retreat at your own expense.

In addition, a breach of this Code of Conduct may be brought before the University Disciplinary Committee for consideration.

The supervisors of the retreat will report the breach of the Code of Conduct to Executive Director of the Division who may refer the misconduct to the Disciplinary Committee in accordance with University General Regulations.

## **INSURANCE ISSUES FOR RETREATS**

The University has in place insurance covering Personal Accident and Public Liability/Professional Indemnity to protect the University and its students whilst involved in authorised activities such as retreats within Australia.

### **Exclusions**

The University personal accident insurance policy does not cover the following:

- Costs of medical supplies or ambulance hire,
- Costs arising from a student falling ill (e.g. having a major asthma attack),
- Costs of injury received whilst under the influence of intoxicating liquor or being under the influence of any other substance unless it is a drug prescribed by a qualified medical practitioner,
- Treatment relating to any psychological or psychosomatic or mental or nervous condition.



**CODE OF CONDUCT ACKNOWLEDGEMENT FORM FOR RETREATS**

The University of Notre Dame Australia is obliged to provide all staff and students with a safe working and study environment. This includes ensuring that all retreats are conducted in a responsible manner. **However, there is an obligation on the part of every individual who participates in such activities, to take reasonable care to ensure their own health and safety, and that of other participants.**

To ensure that health and safety requirements are met, it is imperative that all staff and students participating in retreats follow acceptable standards of behaviour and dress. Each student attending a retreat is obliged to observe this Code of Conduct. **The relevant Division can impose penalties, on any student who breaches this Code of Conduct.** Each student, prior to the commencement of the retreat, should sign the following acknowledgment, as well as the Disclaimer of Liability. This is lodged with the Executive Director of the appropriate Division via the retreat organiser.

**CODE OF CONDUCT ACKNOWLEDGEMENT AND DECLARATION**

I (Full name) ..... Student no:.....

have read and understand my obligations under the attached Code of Conduct. I agree to be bound by and acknowledge my obligations under the Code of Conduct. I further understand that penalties may be imposed upon me should I breach this Code of Conduct, including exclusion from the retreat and referral of the misconduct to the University's Discipline Committee.

I acknowledge that I have been briefed by the University as to risks and dangers associated with the retreat as well as the risk management procedures in place.

Signed:.....

Dated:.....

**DISCLAIMER OF LIABILITY**

I (Full name) ....., recognise that while all reasonable steps will be taken by the University to ensure the health and safety of participants, there are risks and dangers associated with every retreat and accidents do sometimes happen.

I agree not to hold the University liable for any personal injury, or damage to or loss of property, apart from any statutory liability which the University may have under any Australian law. I also agree that I am solely responsible for my own travel and health insurance.

Signed:.....

Dated:.....