

# Teagasc Learner Consent Form



The Teagasc Learner Consent Form has eight sections. Each section must be reviewed by the applicant's parent/guardian. Before the form is uploaded, it must be completed and signed by the parent/guardian.

**Applicant Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Unique Ref Number:** \_\_\_\_\_ **Course:** \_\_\_\_\_  
(available in email correspondence)

## 1. Child Safeguarding

Teagasc is committed to the safeguarding of all children (persons under 18 years of age) participating in Teagasc education and training programmes. The Teagasc Child Safeguarding Statement is prepared in accordance with the Children First Act 2015 and the Children First: National Guidance together with the other legal provisions. It sets out the principles and procedures to be observed to ensure, as far as possible, that a child availing of Teagasc's services is safe from harm. The policy is available at the following link: [www.teagasc.ie/about/corporate-responsibility/child-safeguarding-policy/](http://www.teagasc.ie/about/corporate-responsibility/child-safeguarding-policy/).

I hereby confirm that I have been made aware of the Teagasc Child Safeguarding Policy.

## 2. Medical Statement

Are there any medical issues which may affect the applicant's participation on the course that we need to be aware of?

Yes ☐ No ☐

If you answered **Yes** to the above please provide details below:

## 3. Loco Parentis

Loco Parentis grants members of staff at the college permission to act in 'loco parentis' and administer first aid and/or medical treatment in the case where the learner is involved in an accident, sustains injury or is unwell.

I understand that College Management reserve the right to contact the undersigned where there are significant concerns regarding the physical/mental or emotional health of this learner.

I agree to grant Loco Parentis.

Yes ☐ No ☐

## 4. Meetings with Minors

On occasion, it may be necessary for staff to meet with a learner under 18 years of age on a one to one basis to discuss progress on their course. Meetings may include topics such as work experience, feedback/mentor meetings, access/learner support and career guidance. These meetings will be conducted in line with the Teagasc Child Safeguarding Policy.

This consent allows for one to one meetings with learners under 18 years of age to discuss issues relating to their training programme.

## 5. Attendance Management

Recording attendance at classes and practicals is a requirement for all learners. Colleges use an electronic attendance management system.

The data is used to calculate maintenance grant payments, in management's duty of care to minors, for health and safety implementation and student mentoring.

I agree to the use of an electronic attendance management system.

## 6. Photography, Filming and Audio Recording

Teagasc use various means to promote education and training and consent is required for learners to participate in such promotional materials.

This consent allows for the use of the learner's image and sound of the learner's voice as recorded on audio or video devices. The image and/or voice recording may be edited, copied, exhibited, published or distributed and this personal data may be used in diverse educational/promotional settings and mediums within an unrestricted geographic area.

This consent allows for the use of the learner's image and sound of the learner's voice as recorded on audio or video devices, without payment or any other consideration, for Teagasc educational, training or promotional purposes.

### WITHDRAWAL OF CONSENT

Consent can be withdrawn regarding the above use of the learner's personal data at any time by emailing [dpo@teagasc.ie](mailto:dpo@teagasc.ie).

I acknowledge and understand that this will not apply to material already published as Teagasc cannot control such material.

## 7. Recording of Learner Activities

Teagasc use various means to deliver and assess course work including the use of video/voice recording.

Where it is necessary to use video/voice recordings for course delivery or assessment purposes; I understand that images and/or voice recordings will not be edited, copied, exhibited, published or distributed either within Teagasc or with an external third party except for course delivery and assessment purposes.

Video/voice recording data will only be used for the purpose specified and will be stored securely on Teagasc ICT systems. The data will be retained for the minimum period of time necessary in line with the Teagasc Data Retention Schedule.

This consent allows for the use of the learner's image, and sound of the learner's voice as recorded on audio or video devices as part of the course delivery/assessment process.

Learners should note that exceptional circumstances could arise over the duration of their course where video/voice recordings may be the most viable method of conducting certain types of course delivery/assessments in a timely manner.

### WITHDRAWAL OF CONSENT

Consent can be withdrawn regarding the above use of the learner's personal data by emailing the Data Protection Officer at [dpo@teagasc.ie](mailto:dpo@teagasc.ie)

## 8. Learner Handbook

The Teagasc Learner Handbook is produced for the benefit of all learners enrolling on Teagasc courses. It contains important information you will need to refer to throughout your period of study at a college/centre.

The handbook provides important guidelines for learners in regard to code of conduct, assessments, health and safety, bio security, college and centre facilities and guidelines in regard to learner welfare and support.

At the time an applicant accepts a place on a Teagasc course, the Learner Handbook is made available online. As parent/guardian you undertake to read, discuss and agree to the terms and conditions of the Learner Handbook with the applicant at the time of accepting the place.

I agree to the above requirements of the Teagasc Learner Consent Form.

Parent/Guardian (Print Name): \_\_\_\_\_

Parent/Guardian (Signature): \_\_\_\_\_

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

**Mandatory: This form must be signed by a parent/guardian of a learner who is under 18 years of age.**