

## Participant Information Sheet and Consent Form – Parent / Guardian

### For all participants under the age of 18 years **Independent Review into Commonwealth Parliamentary Workplaces**

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#### **What is this Review about?**

Your child is invited to take part in an Independent Review (Review) that the Australian Human Rights Commission (Commission) is conducting into Commonwealth parliamentary workplaces.

The Review aims to build an understanding of the workplace culture, -experiences and expectations of a safe and respectful work environment, and barriers to reporting bullying, sexual harassment and sexual assault experienced at work within Commonwealth parliamentary workplaces. The Commission will publish a report setting out its findings and recommendations on these topics at the end of the Review.

This Participant Information Sheet and Consent Form is for people under the age of 18 years. (If you are over 18 years of age and would like to participate in the Review, please refer to the *Participant Information Sheet and Consent Form – General*).

#### **Who is conducting this Review?**

The Review is being conducted by the Australian Human Rights Commission and will be led by the Review Team and supported by other qualified Commission staff.

#### **Why is the Commission consulting with children?**

The Commission wants to ensure that this Review captures the experience of all current and former workers within Commonwealth parliamentary workplaces, including those who have worked or are currently working within Commonwealth parliamentary workplaces as children. Examples may include

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high school volunteer and work experience placements, high school internships or employment within the Parliament of Australia. This includes electorate offices.

If your child falls into one of these categories and would like to be involved in the Review, they can participate by attending an interview or providing a written submission. For the purposes of this Review, a child is defined as a person who is under 18 years of age.

### Does my child have to be involved?

Participation in this Review is voluntary. If your child does not want to take part, they do not have to.

### What should I do if I have accessibility requirements?

If your child would like to be involved in the Review and you want to discuss how the Commission can support your involvement by providing appropriate supports and/or adjustments, please contact the Review Team at [CPWReview@humanrights.gov.au](mailto:CPWReview@humanrights.gov.au) or by calling (02) 9284 9799.

### What does taking part involve?

Your child can contribute to the Review by:

- [Making a written submission](#) (through you) and/or
- Participating in an online or in-person interview. If you would like to participate in an interview, please use the [online booking form](#).

#### ***Written submissions***

A submission is a written contribution to the Review. If your child would like to provide a written submission to the Review, you can make a submission on their behalf. For details on how to make a written submission please go to the [Online Submission Form](#).

You can let us know whether you want the submission you make on behalf of your child to be:

- **Anonymous** – We will not collect your or your child's name or contact details and you make the submission anonymously. You may still elect to have the submission published on the Commission website.

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- **Confidential** – We will not publish the submission on the Commission website and will treat you and your child’s name and personal information confidentially.
- **Published (name withheld)** – We may publish the submission on the Commission website but will not include your name or your child’s name. We will treat you and your child’s name and personal information confidentially.
- **Published (with name)** – We may publish the submission on the Commission website. We will treat you and your child’s personal information confidentially.

The Commission reserves the right not to publish a submission or to publish it in a redacted form. For example, where individuals are identifiable, or publication may be contrary to law.

More information on how you and your child’s information will be used is provided below.

### ***Interviews***

An interview will involve two Commission staff asking your child questions relevant to the Terms of Reference for the Review. The Commission anticipates interviews will take approximately 45–60 minutes. Interviews will be offered to individuals at their request.

The Commission expects that any child participant under the age of 18 will be accompanied at the interview by a parent or guardian.

For child participants who are 16 or 17 years of age and who would prefer not to have a parent or guardian present during their interview, the Commission is willing to have a prior consultation with that 16- or 17-year-old and their parent or guardian to establish that the parent or guardian is comfortable with their 16- or 17-year-old providing information to the Review team in an interview, without a parent or guardian being present. If this applies to you and your 16- or 17-year-old child, please contact the Review team by sending an email to [CPWReview@humanrights.gov.au](mailto:CPWReview@humanrights.gov.au) to arrange that consultation.

### *Format, recording and purpose of interviews*

The information gathered in interviews will be used to gain a deeper understanding of the workplace culture and individual experiences of workers in

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Commonwealth parliamentary workplaces. It will be used to develop recommendations that will contribute to building safe and respectful workplaces.

Interviews will:

- Be recorded with the permission of participants. If you do not wish to be recorded but you would like to participate you may advise the research team and written notes will be taken.
- Take place in person in a capital city around Australia or take place via video or telephone conferencing facilities, depending on the preference of the individual.

The Commission will transcribe your interview recording so that it has an accurate account of the information you share. All transcripts will be kept confidential. Please let the Commission know before the interview if you do not want the interview to be recorded and transcribed. The Commission will use your child's information to shape the findings and recommendations of this Review, including the final report.

### **What will my child be asked as a participant in the Review?**

If your child chooses to contribute to the Review by making a submission or participating in an interview, the Commission may ask your child questions like:

- Do you/did you enjoy your time working in a Commonwealth parliamentary workplace?
- What does safe look like to you?
- Do you/did you feel safe when you worked in a Commonwealth parliamentary workplace?
- Did your boss or anyone at work talk to you about safety?

Your child can choose which questions to answer. Your child can say no if they do not want to answer a question.

The Commission acknowledges that discussing bullying, sexual harassment and sexual assault can cause distress and discomfort. If your child experiences discomfort or feelings of distress while participating in this Review, they can choose not to answer certain question skip questions or stop participating at any time.

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With your permission, the Review Team will be able to arrange for referrals to counselling or other appropriate support. You and your child can also access support from the Support Services listed at the end of this form.

### **How will consent work?**

The Commission will require both written/online and verbal consent for your child to participate in this Review.

At the time you make a written submission on behalf of your child, or register for an interview, you will be asked to indicate your consent.

In addition, prior to any interview with your child, the Review Team will speak with you and your child to explain again the purpose of the Review and what a participant's engagement may involve, and to confirm consent verbally with both your child and you. At that stage, it will be essential for your child to willingly provide verbal consent to participate in the Review. The Commission will not engage a child if a parent or guardian provides consent but the child does not.

You can withdraw your and your child's consent at any stage of the Review.

### **What will happen to information about my child?**

#### *Personal Information*

By giving your consent to the Review Team, you agree to the Commission collecting and using the information you and your child provide for the purposes of the Review.

The Commission will produce a report on the findings and recommendations of the Review. The Commission will also produce a progress update and other materials in connection with the Review. These documents and materials will be published on the Commission's website under a Creative Commons licence with the contents available to be used freely for other purposes.

The Commission will treat you and your child's name and personal information confidentially in all publications produced. You and your child's name and other personal or identifying information will not be published in the report, or in any other Commission publication.

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The information you provide may be drawn upon, quoted or referred to in the public report and other resources produced by the Commission in connection with the Review, but will not be attributed to you or your child, and will not be used if its use could identify you, your child or others.

The Commission is committed to keeping secure data that you provide to us and we will take all reasonable precautions to protect your personal information from loss, misuse, or alteration. Personal information held by us is protected by several physical and electronic safeguards including restricted access to storage areas and computer databases.

The [Archives and Other Legislation Amendment Act 2021](#) (Cth) provides additional protections to ensure confidentiality. This Act provides participants in the Review with assurance that any submissions they make to the Review will be exempt from the *Freedom of Information Act 1982* (Cth) and will not come into an open access period under the *Archives Act 1983* (Cth) for 99 years.

Information (including personal information) collected during the course of the Review will be stored in accordance with the *Archives Act 1983* (Cth), the *Privacy Act 1988* (Cth) and the *Australian Human Rights Commission Act 1986* (Cth).

Further information regarding the personal information handling practices of the Commission is available on the Commission's website, specifically in the [Privacy Policy](#).

### *Reporting Obligations*

While the Commission does not expect many young people to contribute to the Review, in certain circumstances Commission staff and others involved in this Review may be obligated under relevant State and Territory laws to report to the relevant authorities an act that involves abuse to a child, or an act that is a 'serious indictable offence'. This is known as 'mandatory reporting'. Mandatory reporting obligations may also arise in cases of suspected risk of future abuse or harm or incidents of historic child sex abuse. Whether mandatory reporting obligations are triggered in the course of this Review will be assessed on a case-by-case basis.

If the Commission is not required by law to report an act, it may still make a voluntary report to the relevant authorities, in circumstances where the Commission is concerned that serious harm has occurred, or is occurring, or may

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occur in the future, in accordance with the Commission’s Child Safety and Wellbeing Policy.

The Commission may also be required to report to relevant authorities in other circumstances.

### **How and when will my child find out the results of the Review?**

The Commission intends to publish a report on the findings and recommendations of the Review in November 2021. The Commission also intends to publish a progress update in July 2021. These documents will be publicly available on the Commission’s website.

### **How is the Review being funded?**

The Federal Government is funding the Commission, on a cost recovery basis, to undertake the Review. The Commission is an independent Commonwealth statutory authority, which ensures the integrity of the Review and provides the participants with confidence in the process, no matter the source of funding.

### **What if my child wants to withdraw?**

Your child may decide not to participate in the Review at any time. You can withdraw your child from the Review by filling in the Withdrawal Form (below at page 11) and providing that completed Withdrawal Form to the Review Team at [CPWReview@humanrights.gov.au](mailto:CPWReview@humanrights.gov.au).

Upon receiving your completed Withdrawal Form, and as long as more than two weeks remain until the finalisation of the report, the Review Team will remove any information provided by your child that is specific to your child’s experience (for example, any unique issues raised by your child and no other participant, or any illustrative quotes that you or your child provide). Withdrawal will not affect your or your child’s relationship with the Commission, the Review team or the Parliament of Australia.

### **Who can I speak to if I have questions?**

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If you would like any further information or have any questions concerning this Review, please contact the Review Team via email at [CPWReview@humanrights.gov.au](mailto:CPWReview@humanrights.gov.au).

*The Review is being conducted under UNSW Human Research Ethics Committee approval (HC Reference Number HC21064). If you have any concerns about the ethical considerations of this Review, you can contact the UNSW Human Research Ethics Coordinator on (02) 9385 6222 or via email at [humanethics@unsw.edu.au](mailto:humanethics@unsw.edu.au), or you can raise your concerns with the Review Team.*

### Support services

If you or your child feel unsafe now, phone 000.

If at any stage during this Review you or your child become distressed or require additional support from someone not involved in the Review please call:

<b>Organisation</b>	Commonwealth Parliamentary Workplace telephone support line
<b>Telephone</b>	1800 274 778

<b>Organisation</b>	1800RESPECT: National sexual assault, domestic and family violence counselling service
<b>Telephone</b>	1800 737 732

<b>Organisation</b>	Beyond Blue: Anxiety, depression, and suicide prevention support service
<b>Telephone</b>	1300 224 636

<b>Organisation</b>	Lifeline: Crisis support and suicide prevention
<b>Telephone</b>	13 11 14

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<b>Organisation</b>	Headspace: Supports young people aged between 12 and 25 years of age
<b>Telephone</b>	1800 650 890

<b>Name/Organisation</b>	Kid's Helpline: Counselling service for those aged between 5 and 25 years of age
<b>Telephone</b>	1800 55 1800

You can also access a list of state and territory-based sexual assault support services here: <https://humanrights.gov.au/our-work/sex-discrimination/list-sexual-assault-services>

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### Parent/Guardian Consent Form for the Independent Review into Commonwealth Parliamentary Workplaces

I have legal responsibility for my child and I am legally competent to give consent to their participation in the Commission's Independent Review into Commonwealth Parliamentary Workplaces (Review). I consent to my child's participation in the Review by way of:

- an interview                                       providing a written submission

In giving my consent, I acknowledge that:

- I am happy for my child to participate in this Review.
- I have read the included information and understand what is involved
- I have discussed participation in the Review with my child and they are willing to take part.
- I understand that Commission staff are conducting the interviews
- I understand that the information collected about my child will be used for purposes relating to this Review only.
- I understand that what my child writes, says or creates during an interview or in a written submission may be referred to, quoted or used by the Commission for the purposes of the Review, but that information will not be attributed to my child.
- I understand that If information or other contributions made by my child are included in public resources developed by the Commission in connection with the Review, these will be published under a Creative Commons license and the contents of the public resources will be able to be used for other purposes.
- I understand that the Review team will record the interview and I agree for my child to be recorded for this purpose.
- I understand that my child can at any point request that the Review team not record the interview.
- I understand that if my child says something during the interview that indicates that they or another child may be at risk of harm, the Commission may report this information to the police or child protection authorities.

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### Withdrawal form for the Independent Review into Commonwealth Parliamentary Workplaces

#### I do not want my child to take part any more

I am signing this form because I changed my mind about my child's involvement in the Review. I do not want my child to take part in this Review anymore and I do not want you to use any information about my child.

I understand that withdrawing my consent to participate in the Review will not affect my or my child's relationship with the Commission, Commission staff members or the Parliament of Australia.

Name: \_\_\_\_\_

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

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

Witness name: \_\_\_\_\_

Witness signature: \_\_\_\_\_

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

A witness is someone who saw you sign this form.

**Please send this form to the Review Team at  
[CPWReview@humanrights.gov.au](mailto:CPWReview@humanrights.gov.au).**