



Hwa Chong Institution (College Section)

661 Bukit Timah Road, Singapore 269734
College Section: ♦ Tel: 6578 6644 ♦ Fax: 6467 4366



CONSENT FORM

I, _____ (name), the parent/guardian* of
_____ (name of *child/ward) from Civics Group _____
and Service Learning group _____, will allow
my child/ward* to partake in the Service Learning project under
_____ (name of beneficiary).

I hereby attest that my child's/ward's* involvement in this activity is voluntary. I am fully aware of the risks involved, and my child/ward* will diligently comply with all the precautionary measures^ put in place.

*Please delete accordingly.

^Please refer to Appendix.

In the event of emergency, please notify:

Name : _____

Address : _____

Tel : _____ (Home) _____ (Office)

Parent's/Guardian's Signature

Date



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Appendix

COVID-19 (Phase 3) Additional Precautionary Measures for External VIA Activities

Activity can only be carried out if **ALL** the following criteria are met:

1. Beneficiaries' consent

- Contact person-in-charge from beneficiary school/organisation to ask whether he/she is comfortable with our students being there to offer their services.
- Organising team (OT) members should liaise and **confirm with beneficiary school/organization in writing on the agreed SMM to be carried out**, to ensure safety of all participants.
- For the ease of contact tracing, there should be a contact person from both organiser (i.e. teacher mentor) and beneficiary (e.g. centre IC) who can provide the necessary information on short notice, when needed.

2. Fixed grouping

- E.g. if the interaction activity is conducted weekly for 1 month, the grouping of the participants should be the same for all the weekly sessions conducted
- Peer-tutoring
 - **fixed group of tutees and tutors** throughout the whole peer tutoring period
 - No swapping of tutors and tutees, without permission from teacher facilitator.
 - **Sessions must be held at a fixed venue (e.g. beneficiary's premises), not in a public space**
 - To minimize the chance of cancelling the session should a tutor be on MC, groups may wish to adopt a **tutor:tutee ratio of 2:2 or 2:3**, with fixed grouping throughout the peer tutoring programme.
- Befriending elderly/other beneficiary
 - **fixed pairing/grouping**
 - check with beneficiary organisation regarding current arrangements at centre

3. Parental consent

- Allow for any OT member/volunteer of the SL to opt out if they/their parents/guardians are not comfortable with their child/ward participating.
- **OT and volunteers must submit consent form to their teacher mentors before participating in the activity.**



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4. Exclusive use of venue
 - Arrangement should be made to allow **exclusive use of external venues for the participants involved in the activity**, i.e. venue should not be shared simultaneously for other activities or by non-participants of the activity.
5. Risk Assessment Management System (RAMS) form
 - **Compulsory for all SLs**
 - OT should consider the appropriateness of the activities; identify the potential risk factors and SMM to be carried out. They should consult their teacher mentor before submission to the VIA unit.
 - **RAMS form must be submitted and approved by the VIA unit before activity can be carried out.**

Participants must adhere to the current Safe Management Measures (SMM) at all times:

1. Do the Safe-Entry Check-in at the venue before the start of the activity and Check-out at the end of the activity.
2. Have processes for the students and staff to **take their temperatures** as well as **conduct visual health checks** before the activity.
 - Those who are unwell ($T \geq 38^{\circ}\text{C}$, have feverish, flu-like symptoms, i.e. runny nose, cough, sore throat or body aches) must be sent home.
3. OT is to keep a record of the **attendance of all staff and students/participants** as well as the **seating plan** for each session. Ensure that your teacher mentor has easy and quick access to this information.
4. Adopt appropriate **safe distancing measures**
 - There should be a fixed grouping throughout the whole period for the activity.
 - All participants should keep a 1m distance from one another.
 - Each group should have a minimum number of 3 participants and a **maximum number of 8 participants**.
 - Each group to be **spaced at least 3m apart** from another group.
5. Duration of each session to be kept at a **maximum of 1.5 hours**. Students are advised to avoid having dismissal around the office peak hours and to proceed home immediately after activity.
6. **Wipe-down** tables, chairs and equipment (if any) before and after use.
7. Exercise good **personal hygiene**
 - **Mask up at ALL times.**
 - Do not touch your face unnecessarily.
 - Wash your hands before and after each session with soap and water.
 - Bring along your hand sanitizer.