

Date of Request	
-----------------	--

Contact Details			
Name of School or Organisation			
Address			
Contact Person		Position	
Phone		Email	
Address where sessions will be delivered (if different from above)			
Best day/time to discuss program over the phone			

Options - please tick		
5-week School Program	Standard school program covers 2 groups of young people per day (no more than 10 participants in each group). If additional groups are required, please notify SHQ to discuss costing.	
Workshop sessions for adults working with young people with a disability.	Workshops delivered by 2 educators to staff or parents/carers tailored to chosen topics.	

Has there been an incident which has prompted this request? Please provide details. <i>(Eg students masturbating in class, non-consensual touching, etc).</i>	
---	--

Group 1	
Time of session:	
Gender of students:	
Number of participants: (Maximum 10 per group).	
Year Groups: (We recommend having no more than two school years between participants in each group, eg Year 7&8, 9&10 etc).	
Have students in this group had any previous relationships and sexuality education? Please provide details, including topics.	
Requested topics (maximum 3): <u>Please see listed topics on page 8.</u> If a topic is not listed, please discuss with the Coordinator.	
The types of disability of participants: (eg physical, cognitive)	
Level of assistance required to engage in education: (eg independent, full EA support)	
Reading comprehension levels:	
Range of verbal communication skills and types of communication methods used: (eg single words, sentences, visuals, AAC devices)	
Any existing sexualised behaviours of concern and existing management strategies:	
Religious or cultural considerations:	
Do any students have English as an additional language?	
Any other relevant information which can help our team tailor sessions to participants:	

Group 2	
Time of session:	
Gender of students:	
Number of participants: (Maximum 10 per group).	
Year Groups: (We recommend having no more than two school years between participants in each group, eg Year 7&8, 9&10 etc).	
Have students in this group had any previous relationships and sexuality education? Please provide details, including topics.	
Requested topics (maximum 3): <u>Please see listed topics on page 8.</u> If a topic is not listed, please discuss with the Coordinator.	
The types of disability of participants: (eg physical, cognitive)	
Level of assistance required to engage in education: (eg independent, full EA support)	
Reading comprehension levels:	
Range of verbal communication skills and types of communication methods used: (eg single words, sentences, visuals, AAC devices)	
Any existing sexualised behaviours of concern and existing management strategies:	
Religious or cultural considerations:	
Do any students have English as an additional language?	
Any other relevant information which can help our team tailor sessions to participants:	

Group 3 (Please discuss with Coordinator if you are booking for more than 2 groups).	
Time of session:	
Gender of students:	
Number of participants: (Maximum 10 per group).	
Year Groups: (We recommend having no more than two school years between participants in each group, eg Year 7&8, 9&10 etc).	
Have students in this group had any previous relationships and sexuality education? Please provide details, including topics.	
Requested topics (maximum 3): <u>Please see listed topics on page 8.</u> If a topic is not listed, please discuss with the Coordinator.	
The types of disability of participants: (eg physical, cognitive)	
Level of assistance required to engage in education: (eg independent, full EA support)	
Reading comprehension levels:	
Range of verbal communication skills and types of communication methods used: (eg single words, sentences, visuals, AAC devices)	
Any existing sexualised behaviours of concern and existing management strategies:	
Religious or cultural considerations:	
Do any students have English as an additional language?	
Any other relevant information which can help our team tailor sessions to participants:	

Group 4 (Please discuss with Coordinator if you are booking for more than 2 groups).	
Time of session:	
Gender of students:	
Number of participants: (Maximum 10 per group).	
Year Groups: (We recommend having no more than two school years between participants in each group, eg Year 7&8, 9&10 etc).	
Have students in this group had any previous relationships and sexuality education? Please provide details, including topics.	
Requested topics (maximum 3): <u>Please see listed topics on page 8.</u> If a topic is not listed, please discuss with the Coordinator.	
The types of disability of participants: (eg physical, cognitive)	
Level of assistance required to engage in education: (eg independent, full EA support)	
Reading comprehension levels:	
Range of verbal communication skills and types of communication methods used: (eg single words, sentences, visuals, AAC devices)	
Any existing sexualised behaviours of concern and existing management strategies:	
Religious or cultural considerations:	
Do any students have English as an additional language?	
Any other relevant information which can help our team tailor sessions to participants:	

When booking SHQ education sessions, schools must note the following:

- The school maintains duty of care at all times (e.g. a teacher in the room at all times).
- The school must identify behaviours of concern and classroom or whole school strategies to manage these behaviours. For example letting educators know if you have students who commonly abscond, students who may have a tendency for violent behaviours and what the management plan for this is, or students who masturbate publicly and what the response/management plan is. It is valuable and important that our educators are aware of how your school navigates these behaviours to maintain consistency in responses.
- The school is expected to provide an appropriate environment for learning. This includes a safe environment, free from harm or regular interruption, access to exits, access to a whiteboard, desks and chairs for learners to engage in the session.
- The school is expected to provide an appropriate number of staff to support their learners as expected typically within the classroom.
- If the school expectations are not met as noted above, SHQ reserves the right to assess risk, pause sessions and remove service until expectations are met. Planned fees will be charged if this occurs without notice.
- The maximum numbers of a group are firm and if SHQ are required to support more learners, additional groups can be added, this will incur an additional fee.
- The educators providing the sessions are not in the role of a teacher and do not provide individual counselling with students. If any personal issues or stories arise in session these will be redirected to their teacher. Educators from SHQ are not mandatory reporters.

Topics		
Bodies Explore typically female and typically male internal and external reproductive systems	Puberty Explore physical, social and emotional changes that occur during puberty.	Period management Learn about periods; what to expect, what to do and how to manage periods.
Masturbation Understand safe and appropriate masturbation practices	Sex, Consent & the Law Understand the laws around consent and explore how to communicate consent.	Online Safety Learn how to reduce the risks associated with being online and where to get help.
Respectful Relationships Explore different types of relationships, and how to have respectful relationships.	LGBTQIA+ Diversity Understand diversity in physical sex, gender, feelings of attraction and learn about inclusivity.	Sexting Explore reasons why people may choose to sext or not sext. Understand laws and ethics around sexting.
Pornography Develop skills to understand messages received from porn. Understand how sex in porn is different to in real life.	Contraception Understand what contraception= is. Explore different methods of contraception.	STIs &Condoms Learn how to reduce the risk of STIs through prevention, testing and treatment. Understand and practice how to put on a condom

Please submit all requests to SHQ Disability Team: support@shq.org.au

For your reference, our **Education Session Cancellation Policy** is as follows:

- Cancellations/Rescheduling (More than 2 Weeks' Notice):**
No charge applied.
- Cancellations (Within 2 Weeks):**
A cancellation fee of 10% of the agreed session cost applies.
- Cancellations (Within 48 Hours):**
The full session fee is payable.
- No Cancellation Notice & Non-Attendance:**
Full session fee plus Educator's travel time is charged if the educator attends the location.