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## Information & Consent Form- Parent / Guardian

Dear Parent and/or Legal Guardian,

Your child's school has chosen to conduct mental health and wellbeing check-ins with students using My Mind Check. These check-ins can currently take place until 28 February 2026.

This Information and Consent Form sets out general information about My Mind Check, including what it is and how it works. The My Mind Check [Privacy Collection Notice](#) sets out how your child's personal information and health information will be collected and handled if they participate.

Please read this Form and the [Privacy Collection Notice](#) carefully. If you would like your child to complete mental health and wellbeing check-ins through My Mind Check, please sign the attached consent form by Friday, 7<sup>th</sup> March 2025. If you have any questions, please reach out to your child's school's contact person noted below.

### What is My Mind Check?

My Mind Check is a digital check-in tool to help schools understand more about the mental health and wellbeing of their students.

Built on research by Macquarie University, My Mind Check is operated by Macquarie University on behalf of the Commonwealth Department of Education (**Commonwealth**). Ethical aspects of My Mind Check have been approved by the Macquarie University Human Research Ethics Committee.

### What does a check-in involve?

Check-ins are completed via an online portal during school time and with the supervision of a school staff member. The check-ins take approximately 10-15 minutes to complete.

Your child will be asked to:

- answer multiple-choice questions about mental health and wellbeing topics. The topics addressed in each check-in will vary depending on your child's age and the preferences of your child's school – some example topics are Anxiety, Peer and Family Relationships and Peer Victimization;
- answer some questions about themselves (e.g. their age); and
- answer multiple-choice questions about their feedback on the check-in.

Students in Year 3 and below will be shown pictures of two different scenarios and requested to choose the image that is most like them, or the 'I don't want to answer' option. Each picture also has some simple words to describe it. Students can select 'play' to hear the description read out loud. Students in Year 4 and above will read, or listen to, questions and pick the response that best describes how they feel or the 'I don't want to answer' option.

Completing a check-in does not diagnose mental health disorders and does not replace **an assessment or support provided by** a doctor / other health professional.

### What happens after a check-in?



Your child's check-in answers will be compared with the answers given by other Australian school students to see if they may be experiencing, or at risk of, any difficulties with their mental health or wellbeing.

Your child's school will not be able to see your child's check-in answers. Instead, some staff at your child's school will be able to see a **check-in summary** for each topic your child answers questions about. The check-in summary will show whether your child seems to be *coping* (green), *vulnerable* (amber), or *struggling* (red) for each topic they answer questions about, like a traffic light.

Your child's school may let you, and your child (as applicable), know if your child's check-in summary shows they may be experiencing difficulties with an area of their mental health or wellbeing. If this happens, your child's school may provide you, and your child (as applicable), with information about assistance or support that may benefit your child. Some of the information your child's school provides may be located on the My Mind Check website.

You can visit the My Mind Check website at [mymindcheck.org.au](https://mymindcheck.org.au) any time. You may find it useful if you would like to find out more about My Mind Check and the check-ins, or what mental health and wellbeing information and support is available for your child.

It is normal for mental health and wellbeing to change over time. Your child's check-in answers will be based on how they are feeling on the day they answer the check-in questions.

## Who sees information about my child?

### Schools

Your child's school will be able to see the personal information your child provides when they complete a check-in. However, your child's school will not be able to see what answers your child gives to questions about their mental health and wellbeing during a check-in.

Instead, some staff at your child's school will be able to see your child's check-in summary showing whether your child seems to be *coping* (green), *vulnerable* (amber), or *struggling* (red) for each topic they answer questions about.

Your child's school will only be able to access this check-in summary through My Mind Check if it has an active My Mind Check Use Agreement with Macquarie University. Your child's school will not be able to see your child's check-in summary through My Mind Check if you formally withdraw your consent for your child to participate in My Mind Check later.

Your child's school may let you, and your child (as applicable), know if your child's check-in summary shows that your child may be experiencing difficulties with an area of your mental health or wellbeing. If you would like to know more about how your child's school will handle your child's personal information collected from My Mind Check, please reach out to your child's school's contact person noted below.

### Macquarie University

The My Mind Check team at Macquarie University will collect and use your child's name, school, grade, year of birth and student ID number to provide your child with access to the check-in tool. This information will also be used to operate and evaluate My Mind Check, as described in the Privacy Collection Notice.

The My Mind Check team will not be able to see what answers your child gives during a check-in. Rather, like your child's school, the My Mind Check team will only see your child's profile information and your child's check-in summary. Most of the time, the My Mind Check team will not know that a check-in summary is your child's because it will be grouped with other students when they are looking at it and because it will have been de-



**identified**, which means that any information that might identify the check-in summary as being your child's, such as your child's name and student ID number, will have been removed.

The My Mind Check team will use your child's de-identified information to make sure My Mind Check is working as it is meant to, make changes to the check-in tool (such as changing the questions or topics), and to support research and development into understanding the mental health and wellbeing of young people in Australia.

The My Mind Check team will handle your child's information as required by the law and as set out in the Privacy Collection Notice.

### **Government**

The Commonwealth will be able to see the same information as the My Mind Check team if they request it. This is because the Commonwealth owns My Mind Check. Like the My Mind Check team, most of the time, the Commonwealth will not know that a check-in summary is your child's because it will be de-identified when they are looking at it. The Commonwealth will handle your child's information as required by the law.

State or territory government education departments will only be able to see de-identified information about how many of their schools participate in **My Mind Check**, and how helpful schools and students find **My Mind Check**.

The Commonwealth, state and territory governments will review information about **My Mind Check** so that they can assess how My Mind Check is being used across Australia and the states and territories.

### **Does my child have to participate?**

No, your child's participation is voluntary at every stage.

It is your choice whether to allow your child to participate or not. Even if you do consent, your child does not need to participate in a check-in if they do not want to. During a check-in, your child can skip questions they do not wish to answer, and they can stop at any time.

### **What if I change my mind?**

If you provide your consent for your child to participate now, and then later change your mind, you can withdraw by signing and submitting a 'Withdrawal of Consent' form. Your child's school can provide this form to you at any time. If you would like to request a 'Withdrawal of Consent' form, please reach out to your child's school's contact person noted below.

Once you withdraw your consent, your child's school will not be able to see your child's check-in summary through My Mind Check. However, the My Mind Check team and / or the Commonwealth will keep your child's information as required to by law.

If you do not provide your consent for your child to participate now, you can provide consent later. Your child will then be eligible to complete any check-ins arranged by your child's school.

### **What are the benefits of my child taking part?**

Many young people in Australia experience difficulties with their mental health and wellbeing, and this can impact their school experience and learning. My Mind Check provides schools with information about how their students are coping.



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Some students may feel nervous or uncomfortable when completing a check-in and reflecting on their feelings and personal experiences. It is not a test. Your child can skip questions that they do not wish to answer. Your child can also stop at any time.

### **How do I find out more about data and privacy?**

Further information about how your child's personal information and health information will be collected and handled in connection with My Mind Check is set out in the [Privacy Collection Notice](#).

You can also visit the My Mind Check website at [mymindcheck.org.au](http://mymindcheck.org.au), email [privacy@mymindcheck.org.au](mailto:privacy@mymindcheck.org.au) or contact your child's school's contact person (listed below) if you would like to know more.

### **How can I ask a question or get more information?**

If you'd like to know more about My Mind Check, you can visit the My Mind Check website at [mymindcheck.org.au](http://mymindcheck.org.au).

If you have a question about how your child's school will use My Mind Check, please reach out to your child's school's contact person listed below.

### **Who is the school contact person?**

Deputy Principal – Emma Davenport: [edavenport@lpsww.nsw.edu.au](mailto:edavenport@lpsww.nsw.edu.au)

Wellbeing Coordinator – Sara Durning: [sdurning@lpsww.nsw.edu.au](mailto:sdurning@lpsww.nsw.edu.au)