## Attachment 3: Photographing, filming and recording for special events by external media consent form

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| **Instructions for staff:**  |
| Update this form to include a clear description of the event taking place at your centre, including:1. where, when and why the event is taking place
2. who will be taking photographs, film and/or recordings
3. the activities that participating children will be involved in
4. how photographs, film and/or recordings will be used/published.

It is important that (a), (b), (c) and (d) are all covered in plain language. This way, parents/carers are fully informed about the nature of the event and can provide informed consent. It is also important to plan what to do if families don’t give consent. Your centre must ensure that their photos are appropriately managed (either internally or by engaging with the media organisation) according to the family’s preference. Centre directors must seek approval from their area manager or Director, Early Learning, before distributing this form to families.  |

Dear [Parent/carer],

[Event description]

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| **Example text:**  |
| **Media example:** *On 12 March 202X, children’s author Sarah Jones will visit our centre to celebrate Book Week. Sarah will read from her latest book and engage in fun storytelling activities with our children. This is an exciting event for our children. Our centre has invited media outlets to attend the event, speak with our children and photograph, film and/or audio record the event. Media outlets that may attend include Channel 9, The Age and The Herald Sun (the organisation(s)). Please be aware that these organisation(s) may publish any photographs, film and/or audio recordings they take at the event on a variety of platforms, such as websites and television broadcasts, and may do so without notifying, acknowledging or paying you or your child.***Non-media example:** *On 2 February 202X, Example Theatre Company (the organisation) will be attending our centre to perform a play (the event) to raise awareness of disability. The event is interactive and some children may be invited to participate in the performance. Example Theatre Company may film, photograph and/or audio record the event for publication on their website and in promotional brochures, and may do so without notifying, acknowledging or paying you or your child.***Ministerial visit example***: On 2 February 202X, Minister XX will be visiting our centre to [XYZ] (the event). Our centre/the Minister has invited media outlets to attend the event, speak with our staff and children and photograph/film and/or audio record the event. Media outlets that might attend include XYZ (the organisation/s). Please be aware that these organisations may publish any photographs, film and/or audio recordings they take at the event on a variety of platforms, such as websites and television broadcasts, and may do so without notifying, acknowledging or paying you or your child.* |

Occasionally at Early Learning Victoria (ELV) centres, children will be photographed, filmed or recorded by staff as they take part in centre activities or events. This form covers specific events when images or recordings will be taken by external media.

##### Your consent

I have read and understand this form, and I consent to an external organisation collecting photos, video or recordings of my child while at the centre, and using these photos, video or recordings in the ways described.

I understand that images collected with consent at the event, once owned and managed by the organisation, are no longer under the control of the Department of Education. As such, it may not be possible to remove or suppress these images after the event.

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| **Name of child:**  |  |
| **Name of parent/carer:**  |  |
| **Signature:** |  |
| **Date:** |  |

For further information about how ELV collects and uses photos, video and recordings of children, see the *ELV Electronic Devices and Photography Policy*. This includes details of our use of images we must collect to fulfill legal obligations or for identification purposes.

Source: ELV Electronic Devices and Photography Policy