

# PARENT CONSENT FORM

The following are standard agreements and permission forms, which will be used for the duration of your child's schooling at Karwan Primary School. If you wish to withdraw your consent at any time, you can do this by informing the school in writing.

## EXPECTED BEHAVIOURS

I hereby agree to support the school by:

- Using Compass to keep abreast of all school communications and completing the required tasks in a timely manner.
- Abiding by Karwan Primary School's Statement of Values and Philosophy, Student Wellbeing and Engagement policy.
- Following Karwan Primary School's School Wide Positive Behaviour (SWPB) framework community matrix.
- Disclosing any disabilities, learning difficulties or any other behaviours which may impact your child's learning, engagement and wellbeing.
- Providing all health-related (asthma, anaphylaxis, allergies, etc) information to the school including up-to-date Action Plans.
- Working with the school to support my child to achieve their personal best.
- Collecting or arranging for my child to be collected within an hour, should the child become disrespectful, aggressive, physically violent or refusing to follow a reasonable direction from a staff member.

Signature of Parent/Carer \_\_\_\_\_

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

## MEDICAL CONSENT

In the event of illness or injury to my child whilst at school, on an excursion, or travelling to or from school; I authorise the Principal or teacher-in-charge of my child, where the Principal or teacher-in-charge is unable to contact me, or it is otherwise impracticable to contact me to:

- consent to my child receiving such medical or surgical attention as may be deemed necessary by a medical practitioner,
- administer such first aid as the Principal or staff member may judge to be reasonably necessary.

Signature of Parent/Carer \_\_\_\_\_

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

## HEAD LICE INSPECTION

Head lice are tiny insects that feed on blood from the human scalp. Head lice most often affect children. The insects usually spread through direct transfer from the hair of one person to the hair of another. During your child's enrolment at Karwan Primary School there may be outbreaks of head lice infestations. It may be necessary to inspect all children in a class or cohort. All staff are aware that this can be a sensitive issue. I hereby give staff:

- consent to inspect my child's hair, and collect and treat my child's hair, should lice or eggs be present.

Signature of Parent/Carer \_\_\_\_\_

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

## LOCAL SCHOOL EXCURSION PERMISSION

I hereby give permission for my child to participate in local excursions, which do not require transport, but involve students leaving the school grounds to walk to a particular local venue, for the duration of their schooling at Karwan Primary School, providing a teacher is in charge and all reasonable care is taken to ensure student safety.

Signature of Parent/Carer \_\_\_\_\_

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

## EARLY LEARNING AND PREVIOUS SCHOOL INFORMATION SHARING

I hereby give permission for staff members of Karwan Primary School to contact my child's previous kindergarten, child care or school for reciprocal sharing of information to support my child's learning and development.

Signature of Parent/Carer \_\_\_\_\_

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

## PHOTOGRAPHING, FILMING AND RECORDING

During the school year there are many occasions and events where staff may photograph, film or record students participating in school activities and events. We do this for many reasons including to celebrate student participation and achievement, showcase particular learning programs, document a student's learning journey, share photographs from camps, excursions and sports events and communicate with our parents/carers and school community in newsletters. We may also feature photographs and recordings of students on our school website or official social media accounts.

This notice applies to photographs, videos and recordings of students that are collected, used and disclosed by the school. We ask that any parents/carers or other members of our school community photographing, filming or recording students at school events (for example, concerts, sports events etc) do so in a respectful and safe manner and that any photographs, videos and recordings are not publicly posted (for example, to a social media account) without the permission of the relevant parent/carer.

If you do not understand any aspect of this notice, or you would like to talk about any concerns you have, please contact Karwan Primary School.

### A. Use or disclosure within the school community

Unless you tell us otherwise, images, videos and recordings of your child may be used by our school within the school community, as described below.

Photographs, videos and recordings of students may be used within the school community in any of the following ways:

- in the school's communication, learning and teaching tools
- for display in school classrooms, on noticeboards etc
- in the school's newsletter
- to support student's health and wellbeing (for example, photographs of pencil grip to assist in OT assessments)

### B. Use or disclosure in publications/locations that are publicly accessible

Unless you tell us otherwise, photographs, videos and recordings of students may also be used in publications that are accessible to the public, including:

- on the school's website, including the school newsletter
- on the school's official social media accounts
- in school induction documents (for example, parent handbook)

Your child may be identified by first name only in these images (or not named at all). We will notify you individually if we are considering using any images of your child for specific advertising or promotional purposes.

## Privacy

Photographs, videos and recordings of a person that may be capable of identifying the person may constitute a collection of 'personal information' under Victorian privacy law. This means that any images of your child taken by the school may constitute a collection of your child's personal information. The school is part of the Department of Education and Training (the Department). The Department values the privacy of every person and must comply with the *Privacy and Data Protection Act 2014 (Vic)* when collecting and managing all personal information. For further information see [Schools' Privacy Policy](#).

## Ownership and Reproduction

Copyright of the images will be wholly owned by the school. This means that the school may use the images in the ways described in this form without notifying, acknowledging or compensating you or your child.

## Opt Out

Karwan Primary School understands that parents and carers have the right to withhold permission for our school to use photographs, videos and recordings of your child (apart from circumstances where the school is not required to seek consent) – see our Photographing and Filming Students Policy.

**If you have read this notice and are comfortable with the school using photographs, videos and recordings of your child as described above, you do not need to take any further action.**

**However, if you have decided that you do not want images of your child to be collected or used by our school, please complete the form below and return it to the school office.**

Please note that it may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.

I have read this document and I do not consent to Karwan Primary School using photographs, videos and recordings of my child (named below) to appear in the following ways:

- Use within the school community (e.g. in the school's communication, learning and teaching tools, on display around the school and in the school newsletter).
- Use in publications/locations that are publicly accessible (e.g. on the school's website, school's official social media accounts, in promotional material for the school).

Note:

- You may choose to opt out of both or only one type of use.
- It may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.
- Further information is available in the Photographing and Filming Students Policy on the school website.

Name of Student	
Name of Parent/Carer	
Signature	
Date	___ / ___ / _____