

Protocols for MLA/MP/Senator and other dignitary visits to Canberra Public Schools

1. Every year, a number of MLAs, MPs, Senators and other dignitaries will request to visit schools to participate in school activities, to make political announcements or to promote programs related to school activities. These protocols provide guidance in managing such requests.
2. When a request is received for a visit that is not associated with the promotion of the school or instigated by the Education Directorate, the following information must be provided with the request:
 - school requested
 - time requirement
 - objective of visit (for example, policy announcement/media opportunity/visit only).
 - media to be invited (description: one outlet or open invite)
 - number of guests and list of VIPs.
3. If the visit is to promote a joint-ACT/Australian Government announcement, a contact for the appropriate Australian Government Department needs to be provided with the request.

Protocols for visit

4. Office of the visiting VIP must first contact the Education Directorate seeking permission. Visits will be coordinated through the Ministerial and Commonwealth Relations Unit (MCR). Please email ETDMCR@act.gov.au.
5. MCR will provide the Media and Communications Unit, the Deputy Director-General, the Office for Schools and hosting school with the initial information regarding the visit.
6. All parties must support the proposal.
7. Once the visit is supported by the Directorate, the Minister's office will be notified of the visit. The Minister's Office will be advised by MCR of any changes to the arrangements.
8. Visiting VIPs must adhere to the following:
 - no announcements or media conferences are to be made/held in classrooms or with school signage in background. Filming just outside or at the gates is preferred.
 - staff cannot be included in any visual representations or provide comment to media on any issues related to political campaigning
 - students cannot be included in any visual representations or provide comment to media on any issues related to political campaigning without express permission from parents and the school leadership – note EDU media permissions are only for the purposes of promoting the school and Canberra public schools
 - visit must not significantly disrupt the business of the school

- VIPs are responsible for their own additional security measures and emergency procedures if required.
9. Once the objective of the visit is established, media permissions for students need to be checked. The school can advise of students who have media permission as per the *Authority to use photographs (including video) of children for the promotion of public education* form (Attached). Should the objective of the visit fall outside of the parameters set out in the permission section of the Authority to use photographs form, additional permission forms should be supplied by the office of the visiting VIP.

Visits by overseas officials

10. As a courtesy, the Directorate advises the Minister's office of visits by overseas officials to schools or the Directorate. Schools should advise the Directorate of impending visits. Directorate staff should then advise the Minister's office through an issues brief, the Minister's Weekly Brief or by contacting the DLO (telephone 6205 0291).



Authority to use photographs (including video) of children for the promotion of public education.

Dear Parents and Carers

The Education Directorate seeks to use photographic (including video) images of students to promote public education. The photographs are used for Directorate and school promotional purposes including corporate publications such as the Annual Reports. This may include illustrations for printed materials as well as the Education Directorate and school websites.

Photographs of students may also be taken by the media to illustrate a newspaper or television story about public education. The Directorate at times also provides copies of photographs of students to the media for this purpose. The media is only ever invited into a school when they have sought and gained Directorate approval.

The media includes local and national television and radio stations, newspapers, and other publications.

At times the names of children may be included in school newsletters and websites and media where it relates to an article or story that acknowledges their student work and success. Students are normally only identified by their first name except where they are named as part of a media story.

If you fill in this form, your personal information and that of your child will be collected and handled by the Directorate and/or School. This information is necessary for us when we publish photographs, video recordings and newsletter items relating to your child. This may include publishing on websites. You are not required to grant permission, this is a matter entirely at your discretion, however, by granting permission you will greatly assist us to promote the educational opportunities and the achievements of our schools and their students.

Normally we will not use or disclose this information for another purpose, without your consent, unless you would reasonably expect us to use or disclose the information for a related purpose. However, you need to be aware that images and information published on the school website can be copied and used by other web users and therefore the school has no control over its subsequent use and disclosure.

The Directorate has a privacy policy that explains how we handle personal information, including how we handle privacy complaints. The policy is available on the Directorate's website (www.det.act.gov.au) on the About Us page.

Please provide the necessary information below to advise if you do, or do not, give your permission.

Permission

Child's full name: _____ (Please print)

Name of school: _____ (Please print)

Full Name of parent or carer: _____ (Please print)

Please tick

Photographs:

Yes, I agree to photographs and video recordings being taken and used by the school and Directorate.

No, I do not agree.

Yes, I agree to photographs and video recordings being taken and used by the media.

Newsletters and websites:

Yes, I agree that my child's name may be included in school newsletters and websites and media where it relates to an article or story that acknowledges their student work and success.

No, I do not agree.

Date: _____ Signature _____

Office Use

Student central ID: Entered into MAZE