

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

MLAs, MPs, Senators, overseas officials and other dignitaries often request to visit public schools to participate in meetings, school activities or to hold media/promotional events. These protocols provide guidance to visiting VIPs, schools and the Directorate in managing such requests.

Please note:

- Any requests for media attendance must be agreed to by the Office of the Minister for Education and Early Childhood Development.
- Any Directorate or school staff approached by VIPs regarding a proposed visit must refer the VIP to the Office of the Minister for Education and Early Childhood Development.

Requests can be placed into two categories – meetings/visits (no media) and media/promotional events.

Arranging a school visit (meetings/visits or media/promotional events)

1. The initiator of the visit must seek written agreement from the Office of the Minister for Education and Early Childhood Development.
2. The request must be emailed to Berry@act.gov.au and EDUDLO@act.gov.au and include the following details:
 - school requested
 - date, time and length of visit
 - 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 names of VIPs
 - contact person's name and details.
3. Once a decision has been made by the Minister's Office, the Education Directorate Liaison Officer (DLO) will notify the relevant area of the Directorate. The Directorate will then organise the event's logistics with the hosting school and the office of the visiting VIP.
4. The Directorate, in consultation with the Minister's Office, reserves the right to refuse or delay a school visit (for example, in the event that the school is managing, or has just managed, a critical or severe incident).

Specific protocols for meetings/visits (no media)

A senior officer from the Education Support Office will attend all school visits/meetings to support school leaders.

Visiting VIPs must adhere to the following:

- no media is to be invited to the meeting/visit
- the visit must not significantly disrupt the business of the school
- the visit should occur between the hours of 10am and 2pm or after 3pm
- the visit should not occur in the first or last weeks of a school term
- VIPs are responsible for their own security measures and emergency procedures if required.

Specific protocols for media/promotional events

Visiting VIPs must adhere to the following:

- all media coverage, once approved by the Minister's office, is to be arranged in conjunction with the Directorate's Media and Communications Unit
- generally media/promotional events should be related to education
- if the proposed event relates to an ACT Government initiative, the visiting VIP's office should confirm with the Minister's office which VIP is most appropriate to lead/participate in the event
- no announcements or media conferences are to be made/held in classrooms or with school signage in the background. Filming outside or at the school 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 their parents/carers and the school leadership. This requires a separate permissions process to the standard Education Directorate media permissions process
- media permissions for participating students need to be confirmed with the school
- if the objective of the visit falls outside of the parameters set out in the permission section of the *authority to use photographs form* or on the *online enrolment form*, additional permission forms should be supplied by the visiting VIP's office
- VIPs are responsible for their own security measures and emergency procedures if required.



ATTACHMENT

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