

# Checklist

Please note there is a ratio of 1 staff teacher per 30 students when attending this event.

Please ensure you keep on file and communicate to all staff at your school:

	School Risk Management Plan
	Film By Event Risk Management
	Venue Evacuation Plans

Please ensure that you have retained these forms at your school:

	Student participation and consent deed
	Permission to publish

Please ensure you:

	Sign in at the venue upon arrival
	Give a copy of your student roll to Film by the Coast staff
	Give a copy of the ASCIA medical plans to Film by the Coast staff upon arrival at sign in.
	Bring your own first aid kit to the Matinee performance
	Use common sense if it is wet weather
	Remind all students to be sensible in the toilet areas
	Do not bring any valuables and ensure students do not bring any electronic devices including mobile telephone, cameras and iPads.



# “Film by” Festival Series 2018

## Student Participation and Consent Deed

Parents and carers and students over 18 must complete this form:

Your child’s work or image(s) has been selected by our school to be submitted to the Film by the Sea project and presented at a film festival for schools and school communities. It may also be used at school conferences and in printed and electronic publications, including;

- Public websites of the Department of Education including the school website, the Department of Education intranet (staff only), blogs and wikis.
- Department of Education publications including the school newsletter, annual school magazine and school report, promotional material published in print and electronically including on the Department’s websites.
- Official Department and school social media accounts on networks such as YouTube, Facebook and Twitter

Your child will be identified as creator of the work by their first name only (OR your child may be identified as the creator of the work by reference to their name, age, class or school). Please note that when information is published on public websites and social media channels, it can be discoverable online for a number of years, if not permanently. Search engines may also cache or retain copies of published information. Published information can also be linked by third parties. I understand the work may be used, modified or reproduced at the discretion of the Department of Education.

By signing below, you declare that you understand that the work may be used, modified or reproduced at the discretion of the Department of Education for purposes outlined above.

Please complete the permission slip and return to the school.

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Name of Student: \_\_\_\_\_

Name of School and Year Level of Student: \_\_\_\_\_

Name of Teacher Requesting Permission: \_\_\_\_\_

Name/type of school work: **“Film by the Coast”**

Permission I, the parent / legal guardian of the student named above agree to and provide permission for the student’s work to be used at the “Film by The Coast” Festival in accordance with the above. I understand that their work may also be used at school conferences and in other departmental publications, including the internet as described above.

This signed permission remains effective until I advise the school otherwise.

Name of Parent/Guardian: \_\_\_\_\_ (Please print name)

\_\_\_\_\_ (Signature of Parent/Guardian) Date: \_\_\_\_\_

I, the student, also give my permission for the publication of my school work as set out above and understand that my work will be credited with my first name only, if at all. I grant the NSW Department of Education license to use my work in the way noted above.

Student Signature: \_\_\_\_\_

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

# “Film by the Coast” Festival Series

## Permission to Publish Form

Dear Parent/Caregiver

I am writing to request your permission for images of your child to be taken during activities for Film by the Coast Festival Series and for their publication. Images taken and the publication of these images will be for the purpose of sharing your child’s experiences with other students, educating the wider school community, promoting the “Film by the Coast” Festival, or promoting public education.

The communications in which your child’s image may be published include but are not limited to:

- Public websites of the NSW Department including the arts website and the NSW Department of Education intranet (staff only).
- NSW Department of Education publications including the Educational Services and The Arts Unit newsletter, annual report, promotional material or programs published in print and electronically including on the Department’s websites.

Signing the attached form means you agree to the following:

- The Ultimo Operational Directorate is able to publish images of your child as many times as it requires in the ways mentioned above.
- Your child’s photograph may be reproduced either in colour or in black and white.
- The committee will not use your child’s photograph for any purpose other than sharing his/her experiences with other students, education of the wider school community or for the general promotion of the Film by the Sea Festival Series and public education.

Parents should be aware that when information is published on public websites and social media channels, it can be discoverable online for a number of years, if not permanently. Search engines may also cache or retain copies of published information. Published information can also be linked to by third parties.

Please complete the consent form and return it to your child’s teacher. This consent, if signed, will remain effective until such time as you advise the department otherwise.

“Film by the Coast”  
Committee



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### Permission to Publish

I give permission to the taking of images of my child during activities for “Film by the Coast” Festival and for these images to be published in print and electronic forms for the purpose of sharing his/her experiences with other students, educating the wider school community, promoting “Film by the Coast” Festival or promoting public education. I will notify the department if I decide to withdraw this consent.

Student Name \_\_\_\_\_ Year \_\_\_\_\_

Student School \_\_\_\_\_

Name of Parent/Caregiver: \_\_\_\_\_

Signature of Parent/Caregiver: \_\_\_\_\_ Date: \_\_\_\_\_ Signature of \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

**Please complete and return to your child’s school**

# **APPENDIX A -**

## **Risk Assessment for the *Film by the Coast* event.**

# APPENDIX B -

## *Film by the Coast* event emergency information.



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Education  
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