School: Nawaikama ~~Village~~ District School

PLEASE PRINT CLEARLY

Video, audio, photography and story- Consent Form

I Susana Kabulevu

[Print name] That is parent or person responsible for the student/s where they live.

of Nawaikama District School

Town/Village Name

Gau, Lomaiviti Fiji Islands

Island name

First & Last Names of students and others who may be photographed:

All Students @ Nawaikama District School.

consent and agree that the **Department of Foreign Affairs and Trade (DFAT)** can take photographs, video or audio recording of me and/or my child/ward, quotes or opinions (**personal information**) and can use and disclose my personal information and the personal information about my child/ward in any and all media including on the internet, in print, electronic or video media, for any promotional purposes in Australia and overseas.

I acknowledge that DFAT is not responsible for how my and/or my child/ward personal information are used by any person in other countries.

By signing this form, I confirm that I am authorised to release to DFAT all rights to exhibit the photographs, videos or audio recording, quote or opinion in print and electronic form publicly or privately. I agree that any use of the photographs, video or audio recording, quotes or opinions may occur without compensation or additional consideration of me and/or my child/ward.

I have read and understand the privacy notice DFAT has given me and the contents of this form, and am competent to execute this form.

Signature of person/ parent/ guardian

.....

Date.....

NAWAIKAMA DISTRICT SCHOOL
HEAD TEACHER
Date 23/04/2026
P.O. BOX QARANI, GAU

SHOOT INFORMATION (OFFICE USE)

Shoot Date:

Details of Image/Video/Audio/Quote:

Photographer/Videographer Name:

Number:

Signature:

Approvals

Name of Subject(s)/Parent(s)/Guardian(s)

GUIDELINES ON ETHICAL PHOTOGRAPHY

Recordings, photographs and videos taken by DFAT staff and affiliates should respect human dignity and ensure the rights, safety and well-being of the person or people being portrayed. This means:

- complying with local traditions or restrictions in taking or reproducing audio and images of people, objects or places
- understanding national laws related to photography, filming and privacy rights
- gaining appropriate verbal or written informed consent before taking photographs or videos
- respecting a person's right to refuse to be photographed or video. If you sense any reluctance or confusion, refrain from taking the photo or video
- not causing harm. Individuals or groups may be put at risk of reprisal, violence or rejection in their communities as a result of exposing their identity or personal story through the publication of their photograph or broadcast of any video
- not misrepresenting the individual, situation, context and location of the photograph or video
- absolutely no payments or any other form of compensation being provided to subjects in exchange for their photograph or video to be taken or for their consent or signed release for publication or broadcast

Recordings, photographs and videos of issues that are culturally sensitive, politically sensitive or socially stigmatised must protect the identity and privacy of individuals.

- Do not identify individuals. Position the camera in such a way that faces and other unique characteristics cannot be discerned.
- Obtain informed written consent to use real names and locations in situations where disclosure could result in harm. Otherwise, remove detailed personal information such as names and locations in captions or any other associated documentation.
- Identifiable images of individuals should not be used to illustrate sensitive subject matter in such a way as to indicate that the individual is connected with the issue.

Recordings, photographs or videos of people with special needs are to be taken with particular care, compassion and protection of privacy.

- Photograph or videos all people with respect and dignity. Special care and compassion must be exercised with vulnerable subjects.
- Survivors of sexual exploitation, gender-based violence or abuse are not be identified as such.
- An individual's status as a person living with HIV, TB or any other serious health conditions must not be revealed without informed written consent.
- An individual's engagement in sex work or other socially marginalised or criminalised (or criminal) activities must not be identified.
- Care must be taken in photographing or filming people in times of crisis. Do not exploit an individual's vulnerability at times of trauma or grief.

Recordings, photographs or videos of children taken for work related purposes must adhere to standards arising from DFATs Child Protection Policy. Before recording, photographing or filming a child, staff or contractors must obtain informed consent from the child and a parent or guardian and explain how the image or video will be used. In group situations such as a classroom, confirmation of previous parental consent is to be obtained from a school principal or senior teacher. In addition:

- before recording, photographing or filming a child, assess and comply with local laws, traditions or restrictions for reproducing personal images
- ensure recordings, photographs, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive
- images must be honest representations of the context and the facts

file labels must not reveal identifying information about a child when sending images or videos electronically

4. School Responsibilities: Saving Energy

This is very important for making the batteries last 15-20 years!

The Main Rule: In the school and teacher's houses follow all instructions on the power saving posters provided to the school.

- **Teacher's houses (Power Limits):** To manage the available power, high-power items will not work in teachers' houses. For example: Electric Irons, Electric Cooktops / Fry Pans, Air Conditioners, Electric Kettles and other items greater than 960W. Appliances such as Medium-sized Rice Cookers, small Washing Machines, TVs, Laptops, Phone Chargers are fine.

- **Ironing:** The school may allocate an area in a school building, so teachers can do clothes ironing. It is best to do this during the day when the sun is shining.

New Teachers: The Head of School must explain all these energy rules to new teachers and students.

5. School Plastics Commitment

- **Weekly Job:** Once a week (for 10-15 minutes), all students must pick up plastic rubbish around the school. **Why?** This protects the ocean and it teaches students they can be part of the solution for a more sustainable world. Please send a photo of this activity to **schools@itstime.org.au** monthly.

6. Final Agreement

- Please post this agreement in the school office where everyone can see it.
- Please review/acknowledge the agreement at each school management committee meeting.

On behalf of the school:

Susana Kabulevu HOS
Signature by school representative 1

NAWAIKAMA DISTRICT SCHOOL
P.O. BOX QARANI, FIJI

Name: Kabulevu

Position: HEAD TEACHER Date: 23/04/2026

Signed by **Its Time Foundation**

Rob Edwards, Founder Date:

Signature by school representative 2

Name: Elena Caucaunisiga

Position: Assistant Teacher Date: 23/04/2026

Send scanned copy of agreement to office.manager@itstime.org.au