

Child Safety and Wellbeing Form

Parent or Guardian Consent Images, Stories and Video Recording

A form for parents and guardians • Plain-language guide



This single form covers two separate permissions. First, the use of photos, video, or short stories about the young people in our programs — for example, a photo on the club newsletter or a quote on the District website. Second, where a program runs online video calls, the recording of those calls. We only ever do either with your written permission, and you complete only the parts that apply.

How to complete this form

1. Fill it in on your device.

This is a fillable PDF. Type into the boxes and tick the boxes that apply. You don't need to print it.

2. Choose what you're comfortable with.

Section 4 (Consent A) covers images and stories — you choose what may be used and where. Section 5 (Consent B) covers recording of video calls, and you only complete it if the program has video calls. Tick only what you're happy with — anything left blank is treated as "no".

3. Sign in Section 9.

Type your name and the date. If your PDF app supports it you can draw a signature; otherwise typing your full name is accepted for the draft.

4. Save the completed form to your device.

Use "Save" or "Save As" in your PDF app so your answers are kept. Save it somewhere you'll find it again.

5. Send it to the program organiser.

Upload it where the program asks you to, or email it to the organiser. If in doubt, email it to protection@rotary9815.org.au and it will be passed to the right person.

Good to know

You can change your mind at any time. Just tell the program organiser, or email protection@rotary9815.org.au, and we'll stop using the image or story (and stop any recording) and remove published material from our Rotary channels as soon as we can. See Section 7 for details.

If you need help

If you need help to understand this form, please contact your local Rotary club, or telephone the Translating and Interpreting Service (TIS National) on 131 450.

1. About the young person and the program

To be completed by the parent or legal guardian.

Young person's full name

Program or activity

Program start and end dates

Club or District committee running the program

Activity organiser (name and role)

2. Your details (parent or guardian)

Your full name

Relationship to the young person

Daytime contact number

Email address

Consent A — Use of images and stories

Complete this section to give or withhold consent for the use of the young person's images and stories. (This is Consent 2 in the Procedure.)

3. What may be used

Tick each item you are happy for us to use. Leave an item blank to say no to that item. You can say yes to photos but no to stories, or the other way around — it's your choice.

Photos and video

Still photographs of the young person taken during the program.

Video footage of the young person taken during the program.

Group photos or video in which the young person appears.

Stories, quotes and written accounts

A quote from the young person, using their first name only.

A quote from the young person, using their full name.

A short written account about the young person's participation, which I can review before it is published.

4. Where the image or story may be used

We will only use the image or story on the Rotary channels you tick below. We will not put it on the personal social media of any member or volunteer.

Rotary District 9815 website (rotary9815.org.au).

Rotary District 9815 newsletter and member communications.

If this is a club program: the newsletter and website of the club running the program.

Name of the club:

Rotary District 9815 official social media accounts.

If this is a club program: the official social media accounts of the club running the program.

Rotary International publications and channels.

Printed materials (for example, program brochures or annual reports).

Consent B — Video conferencing and recording

Complete this section only if the program involves video calls. If the program has no online video calls, skip to Section 6.

Some programs run video conferencing calls with young people. Where two screened adults cannot both attend a scheduled call, the call may be recorded — but only with your written permission. Recordings are stored securely on a Rotary-controlled platform, used only by the program team for program review, and kept for at least 12 months before secure deletion. A recording that may show evidence of abuse, harassment, or grooming is kept confidentially and indefinitely, as required by law.

5. Recording consent

Tick the box below to give consent. Leave it blank to withhold consent for recording.

I consent to video conferencing calls involving the young person being recorded, on the terms described above and in the Procedure.

6. How long this lasts

Consent A (images and stories) applies for the program named above, and for routine use of the image or story for up to two years after the program finishes — unless you withdraw it sooner (see Section 7). If something has already been printed on paper before you withdraw, we can't recall those copies, but we won't use the image or story again.

Consent B (recording): routine recordings are kept for at least 12 months from the end of the activity, then securely deleted, unless they are needed for an investigation. A recording that may show evidence of abuse, harassment, or grooming is kept confidentially and indefinitely.

7. Changing your mind

You can withdraw either consent at any time. Tell the program organiser, or email protection@rotary9815.org.au. Once we know, we'll remove the image or story from our Rotary channels as soon as we reasonably can, and stop any further recording. A recording that may show evidence of abuse, harassment, or grooming must be kept as required by law, even after withdrawal.

8. Privacy

Rotary District 9815 and its clubs handle personal information in line with privacy law. To see how we collect, use and store information, read our Privacy Policy at rotary9815.org.au/privacy.

9. Your declaration and signature

By signing below, I confirm that:

I am the parent or legal guardian of the young person named in this form.

I have read this form and understood any items I have ticked in Section 4 (images and stories) and Section 5 (recording).

I understand each consent is given separately, is limited to what I ticked, and does not cover personal social media of members or volunteers.

I understand I can withdraw either consent at any time (Section 7).

The information I have given is true and complete to the best of my knowledge.

Parent or guardian full name

Date

Signature (type your full name, or sign if your app allows)

10. Young person's acknowledgement (optional)

Where the young person is old enough to give their own view (maybe around the age of 9 or 10), we encourage them to acknowledge this too. This is optional and does not replace the parent or guardian's permission above — it's here so the young person's voice is heard.

Young person's name

Date

Young person's signature (optional)

11. Office use only — CYPO / DYPO sighting

Sighting confirms both consents (images/stories, and recording where applicable) before the program begins.

Sighted by (name) Role (CYPO / DYPO)

Date sighted Signature