



Instructions for obtaining consent of stories and images

Instructions for use and for obtaining stories and images:

- Explain this information to the subject(s) and ensure they (or a responsible adult) sign “Form 1: Consent and Release Form” before starting an interview or collecting images.
- For stories, select Form 2A, 2B or 2C and complete depending on your requirements.
- File the “Form 1: Consent and Release Form” securely together with images and story in the relevant folder in Citrix ShareFile.
- As per ERFA’s Child Protection Policy, there should be no identifying information of the child connected with the location used in the publication of images or video footage.

Informed consent:

- Before you begin an interview or take photographs of primary stakeholders (beneficiaries), ensure that the person you are interviewing understands the context of how their image and/or story will be used and that they are made fully aware that their story and any photographs taken may be used to communicate with donors and published in Australia through ERFA’s newsletter, website, presentations, social media or other forms of communication.
- It can help to show a copy of ERFA’s newsletter or any other publications as an example of how the information or images may be used.
- Ask the person to read and sign a “Form 1: Consent and Release Form” before you begin the interview to show that they understand that the information and images may be used for communications purposes.
- For people with low literacy please read and explain the form in full and ask them to confirm their consent with a fingerprint. Where possible, the form should be available in the language spoken by project participants. Where this is not possible, the form should be translated verbally to acquire consent.
- If you are interviewing a child under the age of 18, please clearly explain how the information and images will be used and seek the permission of both the child and their parent or guardian. It is important that the child has the opportunity to decline to be photographed or interviewed without consequence if she or he chooses so.

Guidelines on the collection of stories and images:

- Photographs should always portray people in a dignified, positive and respectful way, even in difficult conditions. An example of this is ensuring you are standing at the same level as the person you are photographing or by portraying people engaged in activities related to the project (e.g., teaching in the classroom, caring for their children, sewing a product).
- Present images of all participants in a respectful manner, portraying participants as equal partners in the development process.
- Portray the local context in an honest way, ensuring the complexity and diversity of the community is shown accurately.
- Use positive images, rather than manipulating images to evoke pity.
- Ensure the use of images of local people will not endanger the people they portray.
- Ensure that all people, especially children are adequately clothed, including footwear.
- Ensure that the collection of information, images and stories does not harm people or the environment.



Form 1: Consent and Release Form

I, (print name) _____ hereby grant and provide permission for Edmund Rice Foundation Australia, its employees, representatives or approved contractors to take and use:

- Photographs
- Digital / video Filming
- Digital images
- Voice
- Story

of me (and/or my family member/s) for use in promotional or educational materials. These materials might include printed or electronic publications, websites, social media or other electronic communications. I authorise Edmund Rice Foundation Australia to use these images indefinitely without compensation to me.

Signature:

(if person named above is under 18 years of age parent / caregiver / legal guardian is required to sign)

Name (print):

Relationship to children
(if applicable):

(if the story or image(s) are of children under 18 years of age, describe the relationship of the signatory to the subject.)

Date:



Form 2A: Program Story Form

ERFA collects stories and images from our program participants for marketing and communications purposes. These may be published in Australia through ERFA's newsletter, website, presentations, social media or other forms of communication.

PLEASE ENSURE YOU COMPLETE AND SIGN FORM 1 TOGETHER WITH THIS FORM

Project:	
Country:	
Story coordinator name:	
Name of person in this story:	
Permission to publish name:	Yes/No
Gender: M/F	Age:
How did you come to join [name of Program]? What was your life like when you arrived?	
What specific knowledge or skills have you learnt from the Program? How long did it take to learn?	
Please tell us about your plans for the future now you have participate in the Program?	
What do you tell your friends and family about the Program?	
Please tell us about the difference the Program has made to your life and the lives of people close to you and people in your local community.	
For interviewer: are there any other points that will assist ERFA in raising awareness with our supporters about the importance of the Program?	
Images (photos, drawings, etc.) attached?	Yes/No
Image use consent form attached (if no, please comment)	Yes/No
Comments: (any additional comments?)	
Signature of person coordinating this story:	



FORM 2B: Beneficiary Questionnaire Form

ERFA collects stories and images from our program participants for marketing and communications purposes. These may be published in Australia through ERFA's newsletter, website, presentations, social media or other forms of communication.

PLEASE ENSURE YOU COMPLETE AND SIGN FORM 1 TOGETHER WITH THIS FORM

Supporter name:	
Permission to publish name:	Yes/No
Permission to publish responses:	Yes/No

When did you first become involved with the Edmund Rice network? (what inspired you to do that?)

What have you seen/learnt through your involvement that you would like to share with others?

What inspires you most about the work undertaken by Edmund Rice Foundation?

What impact has supporting the work made to your life?

What would you say to people thinking about how best to support Edmund Rice Foundation?

Thank you for supporting ERFA and for taking time to provide this story.



FORM 2C: Staff/Volunteer Questionnaire Form

ERFA collects stories and images from our program participants for marketing and communications purposes. These may be published in Australia through ERFA's newsletter, website, presentations, social media or other forms of communication.

PLEASE ENSURE YOU COMPLETE AND SIGN FORM 1 TOGETHER WITH THIS FORM

Staff/volunteer name:	
Permission to publish name:	Yes/No
Permission to publish responses:	Yes/No

What is your background and how did you come to join [name of Program]? What inspired you to take on the role of staff member/volunteer?

What have you learnt by being part of the Program?

What inspires you most in your work?

Please tell us about the difference the Program has made to your life.

Please tell us about the difference the Program has made to the lives of people you work with.
