

About permissions for photos, videos and artwork

Why do we have permission forms?

Roots of Empathy permission forms **protect the children** and adults in our programs, as well as the Roots of Empathy organization.

Permission forms are required before we use images of anyone in our programs, or children's artwork, in any way, including:

- in media
- social media
- on the Roots of Empathy website
- in promotional materials
- in organizational proposals and reports
- in the end of year photo album given to the volunteer family

Where can you find permission forms?

You'll find these on the **Instructor Dashboard**:

1. Roots of Empathy Photo/Video and Artwork/Writing Release Form for Children's Parents or Guardians [\[link\]](#)
2. Roots of Empathy Photo/Video Release Form for Baby's Parent/Guardian [\[link\]](#)
3. Adult Release Form [\[link\]](#)

What do permission forms allow?

- Roots of Empathy permission forms allow for the sharing of photos, videos and artwork only by the Roots of Empathy organization and the Roots of Empathy Instructor who has agreed to the Communications Guidelines.
- The Roots of Empathy permission does not extend to the personal social media channels of the classroom teachers, the volunteer family, or others who may be observing the class.

What about the school's permission forms?

School permission forms cover the use of photos taken and **displayed or shared by the school**, including

- in the classroom
- on school websites

You may post photos of children who have signed school permissions on the classroom bulletin board, **even if they have not signed the Roots of Empathy permission form**. But this is the only time you may use such photos.

Keep permissions in mind throughout the program year

- Make sure any observers in the classroom have signed Roots of Empathy permission forms and tell them that **they may not share any photos on their own social media channels**.
- When **new students** arrive part way through the school year, make sure you obtain a signed permission form from them as soon as possible.

When should you submit your permission forms?

Submit your signed permission forms to the International office **as soon as you receive them**, and definitely before you submit any photos or videos from that classroom to Roots of Empathy. You will also need to send them again along with any artwork you submit.

If you do not have signed permission for any student or adult, you may not share their photos or videos on social media and Roots of Empathy cannot use the photos or videos.

Verbal consent is not enough.

If you have students who do not have signed Roots of Empathy permission but who DO HAVE signed school permission forms, you may use their photos in the school for program purposes, such as on the classroom bulletin board. Check with the classroom teacher to confirm who has signed school permissions and who does not.