

PHOTOGRAPHING, FILMING AND RECORDING STUDENTS POLICY

RATIONALE:

This policy outlines the practices that Findon Primary School has in place for the collection, use and disclosure of images of students to ensure compliance with the *Privacy and Data Protection Act 2014* (Vic). It also explains the circumstances in which Findon PS will seek parent/caregiver consent and how consent can be provided and/or withdrawn.

As a general rule, 'use' relates to images which are shared and distributed only within the school for school purposes (i.e. ID photos, Compass), whilst 'disclosure' is used for images which are shared and distributed outside of the school staff and are available to other students, parents/caregivers and the wider school community.

AIM:

To explain to parents/caregivers how Findon Primary School will collect, use and disclose photographs, video and recordings of students, how parent/caregiver consent can be provided and how it can be withdrawn. This policy applies to the general collection, use and disclosure of photographs, video and recordings ('images') of students.

IMPLEMENTATION:

Findon PS will ensure that parents/caregivers are notified upon enrolment and at the commencement of each school year of the ways in which our school may use images of students. There are many occasions during the school year where staff photograph, film or record students participating in school activities or events, for example classroom activities, sports events, concerts, excursions, camps etc. We do this for many reasons including to celebrate student participation and achievement, showcase particular learning programs, document a student's learning journey, advertise the school and communicate with our parents/caregivers and school community in newsletters.

Findon PS will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards and our school's Child Safety Policy and Child Safe Code of Conduct. If at any time a parent/caregiver or student has a concern about the use of any images they should contact the school to speak with the Principal.

In addition to the processes outlined below, parents/caregivers can contact the school at any time to withdraw their consent for any future collection, use or disclosure of images of their child. However:

- If the images have already been published and are in the public domain, it may not be possible for consent to be withdrawn
- There may be occasions when the school will record whole of school or large group events (and make those recordings available to the school community through DVD sales etc.) such as the school concert, speech nights, sports events etc. and if your child participates, they may appear in these recordings which will be available to the whole school community
- The school can still collect, use and disclose images in circumstances where consent is not required (see below for more information).

Official School Photographs

Each year Findon PS will arrange for a professional photographer to take official school photographs of students. This will generally involve class photos, individual photos and whole school photo being taken, and in some cases family photos.

Official school photographs may be:

- purchased by parents/caregivers
- used for school identification cards
- stored on CASES21 for educational and administrative purposes.

Findon PS will notify parents/caregivers in advance of the official school photographs being taken to give them an opportunity to decide whether their child will be included in the official school photographs.

Parents/caregivers who choose to opt out of having their child participate in official school photographs must contact the office before the date photos are scheduled to be taken to advise that their child will not participate. There is no obligation on any parent/caregiver to purchase any photographs taken.

Images for use and disclosure within the school community and ordinary school communications

From time to time Findon PS may photograph, film or record students to use within the school community, including:

- in the school's communication, learning and teaching tools (for example, emails, classroom blogs or apps that can only be accessed by students, parents/caregivers or school staff with passwords e.g. Compass)
- for display in school classrooms, on noticeboards etc.
- to support student's health and wellbeing (e.g. photographs of pencil grip to assist in Occupational Therapy (OT) assessments)

An Annual Consent Form and Collection Notice will be distributed to parents/caregivers on enrolment and also at the beginning of each school year.

Images to be used or disclosed outside the school community

External use or disclosure by the school

Photographs, video or recordings of students may also be used in publications that are accessible to the public, including on the school's website (including in the school newsletter which is publicly available on the website).

The Annual Consent Form and Collection Notice also covers these types of uses and will be distributed to parents/caregivers on enrolment and also at the beginning of each school year. Findon PS will notify parents/caregivers individually if the school is considering using any images of their child for specific advertising or promotional purposes.

Media

The media, or the Department of Education and Training's media team, may seek to photograph, film or record students for a news story or school event. This may include broadcast media, online or social media or print media, including newspapers and magazine publications.

When our school receives such requests Findon PS will:

- provide parents/caregivers with information about the organisation involved and when/for what purposes the photography, filming or recording will occur
- seek prior, express parent/caregiver consent in writing.

Students will only be photographed, filmed or recorded by the media at school if express consent is provided for that specific media event. Neither the school nor the Department own or control any photographs, video or recordings of students taken by the media.

Other external collection, use or disclosure

If there is a situation which will involve the collection, use or disclosure of images of students by or to third parties which is not otherwise covered by this policy, Findon PS will:

- provide parents/caregivers with information about the event or activity, the organisation involved and when the photography, filming or recording will occur
- seek prior, express parent/caregiver consent in writing.

School performances, sporting events and other school approved activities

Findon PS permits parents/caregivers and invited guests to photograph, film or record school performances, sporting events and other school approved activities of their own child, with the exception of swimming activities and those events photographed, filmed or recorded by a third party to be sold to the community (e.g. Production).

Findon PS requests that parents/caregivers, students and invited guests who photograph, film or record school activities only do so for their own personal record of events and do not publish the images in any form, including on social media, without the prior consent of persons whose children may also appear in the images. Neither the school nor the Department own or control any images of students taken by parents/caregivers, students or their invited guests at school activities. It is strongly advised that images only contain your child/ren.

Images to manage student behaviour or fulfil our school's legal obligations

On occasion it may be necessary for school staff to photograph, film or record students when necessary to:

- fulfil legal obligations, including to:
 - take reasonable steps to reduce the risk of reasonably foreseeable harm to students, staff and visitors (duty of care)
 - provide a safe and suitable workplace (occupational health and safety law)
- for identification purposes, when necessary to implement discipline and/or behaviour management policies.

Findon PS does not require or obtain consent from parents/caregivers or students to photograph, film or record students for these reasons. However, when Findon PS photographs, films or records a student for any of these purposes, staff will only collect and use such images in a way that is reasonable and appropriate in the circumstances.

Staff use of personal devices

School staff may use their own personal devices to capture images of students for reasonable and legitimate educational purposes. If this occurs, staff are expected to upload the images to the school server and delete the images from their device within a week of the images being captured.

COMMUNICATION & EVALUATION:

This policy will be communicated to the community through the newsletter at the beginning of the school year and prior to school community events. The policy will be available on the school website and via the front office upon request. It will be communicated to staff via briefing and through relevant induction programs and parent information sessions. This policy shall be reviewed as part of the school's three year review cycle.

REFERENCES:

- School Policy and Advisory Guide: [Photographing and Filming Students](#)
- Findon Primary School Policies: <https://www.findonps.vic.edu.au/index.php/school-policies/>
- Privacy and Data Protection Act 2014 (Vic): <https://www.legislation.vic.gov.au/in-force/acts/privacy-and-data-protection-act-2014/027>