



YINNAR PRIMARY SCHOOL

Photographic, Filming and Recording Students Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact our office on 51 631 362 or email yinnar.ps@education.vic.gov.au

PURPOSE

To explain to parents/carers how Yinnar Primary School will collect, use and disclose photographs, video and recordings of students, how parent/carer consent can be provided and how it can be withdrawn.

SCOPE

This policy applies to the general collection, use and disclosure of photographs, video and recordings (“images”) of students. It does not cover the use of Closed Circuit Television (CCTV).

POLICY

This policy outlines the practices that we have 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 It also explains the circumstances in which we will seek parent/carer consent and how consent can be provided and/or withdrawn.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), whilst disclosure is used for images which are shared and distributed outside of the school staff and are available to other students, parents/carers and the wider school community.

Yinnar Primary School will ensure that parents/carers 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. This includes but is not limited to:

- classroom activities and events
- sports events,
- concerts,
- excursions and camps

We do this for many reasons including but not limited to:

- celebrate student participation and achievement
- showcase particular learning programs
- document a student's learning journey/camps/excursions/sports events
- communicate with our parents/carers and school community in newsletters

Yinnar Primary School will use student images reasonably, appropriately and sensitively, consistent with our obligations under the ChildSafe Standards. If at any time a parent/carer or student has a concern about the use of any images they should contact the Principal or Assistant Principal.

In addition to the processes outlined below, parents/carers 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, 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.

Official School Photographs

Each year Yinnar Primary School will arrange for a professional photographer to take official school photographs of students. This will generally involve both class photos and individual photos being taken.

Official school photographs may be:

- purchased by parents/carers
- used for school identification cards
- stored on CASES21 for educational and administrative purposes
- used in classroom activities

Yinnar Primary School will notify parents/carers 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/carers who choose to opt-out of having their child participate in official school photographs must contact the Principal before the date photos are scheduled to be taken to advise that their child will not participate. There is no obligation on any parent or carer to purchase any photographs taken.

Disclosure within the School Community

From time to time Yinnar Primary School may photograph, film or record students to use within the school community, including, but not limited to:

- in the school's communication, learning and teaching
- for display in school classrooms, on noticeboards etc
- to support student's health and wellbeing (eg health plans)
- in the School Newsletter
- Published to the School Website

Disclosure to Public

Photographs, video or recordings of students may also be used in publications that are accessible to the public, including:

- school newsletters
- school website
- newspaper articles

Students will, where possible be photographed in groups and will not be identified by name without express permission from a parent/carer.

A General Consent Form will be distributed to parents/carers on enrolment and at the beginning of each school year.

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 Yinnar Primary School receives such requests we will:

- provide parents/carers with information about the organisation involved and when/for what purposes the photography, filming or recording will occur
- seek prior, express parent/carer 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 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, Yinnar Primary School will:

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

School Events

Yinnar Primary School permits parents/carers, students and invited guests to photograph, film or record school performances, sporting events and other school-approved activities.

Yinnar Primary School requests that parents/carers, students and invited guests who photograph, film or record school activities only do so for their own personal use and do not publish the images in any form, including on social media, without the prior consent of persons whose children also appear in the images.

Neither the school nor the Department own or control any images of students taken by parents/carers, students or their invited guests at school activities.

Student Behaviour & 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.

We do not require or need to obtain consent from parents/carers or students to photograph, film or record students for these reasons. However, when we photograph, film or record 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 database and delete the images from their device within a week of the images being captured.

Communication

This policy will be communicated to our school community in the following ways:

- Annual reminders in our school newsletters
- Included in staff induction processes and staff training
- Discussed at staff briefings/meetings, as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

The following school policies are also relevant to this policy:

- Child Safety and Wellbeing Policy
- Child Safety Code of Conduct
- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy
- Volunteer Policy
- Visitors Policy

To view these and other policies please go to: [Yinnar Primary School/Our School/Policies](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	08 February 2023
Approved by	Principal
Next scheduled review date	08 February 2025