

# PHOTOGRAPHING, FILMING AND RECORDING STUDENTS POLICY



## Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office on [ripponlea.ps@education.vic.gov.au](mailto:ripponlea.ps@education.vic.gov.au) or 9527 5728.

## PURPOSE

To explain to parents/carers how Ripponlea Primary School [RPS] 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and disclose photographs, video and recordings of students, how parent/carer consent can be provided and how it can be withdrawn.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 RPS 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 It also explains the circumstances in which RPS will seek parent/carer consent and how consent can be provided and/or withdrawn.

As a general rule, the 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/carers and the wider school community.

RPS 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 when staff photograph, film or record students participating in school activities or events, for example, classroom activities, sports events, concerts, excursions, and camps.

### We do this for many reasons including:

To celebrate student participation and achievement, showcase particular learning programs, document a student's learning journey/camps/excursions/sport events, communicate with our parents/carers and school community in newsletters and on classroom blogs and apps.

RPS will use student images, appropriately and sensitively, consistent with our obligations under the Child Safe Standards and our Child Safety policy, Child Safety Code of Conduct policy, Cyber Safety

and Use of Digital Technologies policy. If at any time a parent/carer or student has a concern about the use of any images they should contact the principal on the school's phone number 9527 5728.

In addition to the processes outlined below, parents/carers can contact the Principal in writing by sending an email to: [ripponlea.ps@education.vic.gov.au](mailto:ripponlea.ps@education.vic.gov.au) 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 the whole of school or large group events [and make those recordings available to the school community through DVD sales], such as the school concert, speech nights, sports events, the school Fete 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 RPS 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.

RPS 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 via writing 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.

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

From time to time, RPS 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 apps that can only be accessed by students, parents or school staff with passwords (e.g., Compass and Seesaw)
- for display in school classrooms, on noticeboards, etc.
- to support student's health and well-being (e.g., photographs of pencil grip to assist in OT assessments).

An Annual Consent Form and Collection Notice will be distributed to parents/carers on enrolment and also at the beginning of each school year via COMPASS (see Appendix 1).

## **Images to be used or disclosed outside the school community**

### **External use or disclosure by the school**

Photographs, videos 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
- on the school's blogs which are publicly accessible via the school website
- on the school's social media accounts such as Instagram and Facebook

The Annual Consent Form and Collection Notice also covers these types of uses and will be distributed to parents/carers on enrolment and also at the beginning of each school year. We will notify you individually if we are considering using any images of your 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 RPS 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 owns or controls 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, RPS 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 performances, sporting events and other school approved activities**

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

RPS 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 owns or controls any images of students taken by parents/carers, students or their invited guests at school activities.

### **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)
  - to provide a safe and suitable workplace (occupational health and safety law)
- for identification purposes, when necessary to implement discipline and/or behaviour management policies.

RPS does not require or obtain consent from parents/carers or students to photograph, film or record students for these reasons. However, when RPS 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 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
- Available publicly on our school's website (or insert other online parent/carer/student communication method)
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- 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

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## FURTHER INFORMATION AND RESOURCES

- The Department's Policy and Advisory Library: [Photographing, Filming and Recording Students](#)

## APPENDIX

- Appendix 1- Sample Consent Form

## POLICY REVIEW AND APPROVAL

Policy last reviewed	29 November 2022
Approved by	School Council - 29 November 2022
Next scheduled review date	November 2026

## Appendix 1- Sample Consent Form

### RIPPONLEA PRIMARY SCHOOL PARENT CONSENT FORM

CHILD'S NAME: \_\_\_\_\_ Class: \_\_\_\_\_

#### ACCIDENTAL INJURIES & AMBULANCE COVER

The Department of Education and Training does not have insurance for accidental injuries or ambulance cover. All staff are trained to administer first aid to our students and when necessary, seek emergency medical attention. Parents may wish to obtain this coverage, depending on their health insurance arrangements and any other personal considerations.

*I have read and understood the Accidental Injuries & Ambulance Cover.*

#### FIRST AID & MEDICAL ATTENTION

Where necessary, school staff will administer first aid. School staff will also seek emergency medical attention for your child if it is considered reasonably necessary. Any costs associated with student injury rest with parents/carers unless the Department of Education and Training is liable in negligence (liability is not automatic).

If there is a situation or incident which occurs at school or a school activity which requires first aid to be administered to a student:

Staff who have been trained in first aid will administer first aid in accordance with their training. In an emergency situation, other staff may assist in the administration of first aid within their level of competence.

In a medical emergency, staff may take emergency action and do not need to obtain parent/carer consent to do so. Staff may contact Triple Zero "000" for emergency medical services at any time.

If first aid is administered for a serious injury or condition, or in an emergency situation, school staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practical.

If staff providing first aid determine that an emergency response is not required but that medical advice is needed, school staff will ask parents/carers, or an emergency contact person, to collect the student and recommend that advice is sought from a medical practitioner.

Whenever first aid treatment is administered to a student resulting from a student incident, injury, or illness, we will record the provision of first aid treatment on COMPASS.

If first aid is administered for a minor injury or condition staff will not notify parents/carers but a COMPASS sick bay attendance will show on your child's profile in the chronicle. For all injuries above the neck, a COMPASS notification will appear or if more serious, a call is made to parents/carers.

In accordance with the Department of Education and Training policy, analgesics, including paracetamol and aspirin, will not be stored at school, or provided as standard first aid treatments. This is because they can mask signs of serious illness or injury.

*I have read and understood the First Aid & Medical Attention.*

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## LOCAL EXCURSION PERMISSION

Local excursions are excursions to locations within walking distance of the school and do not involve 'Adventure Activities.' Local excursions that your child may participate in throughout 2023 could include:

- Walking to the Caulfield Grammar for events such as cross country, school production
- Local parks and nature walks
- Local shopping centres and post office

*I give permission for my child to attend local excursions in \_\_\_\_\_.*

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## PHOTOGRAPHY FILMING OR RECORDING

During the school year, there are many occasions and events where staff may photograph, film or record students participating in school activities and events. We do this for many reasons including to celebrate student participation and achievement, showcase particular learning programs, document a student's learning journey/camps/excursions/sports events etc, and communicate with our school community.

This consent applies to photographs, videos or recordings of students that are collected, used, and disclosed by the school.

Photographs, videos, or recordings of students may be used by our school within the school community in any of the following ways:

- in the school's communication, learning and teaching tools, for example: emails, Seesaw and Compass (student, parents/carers or school staff with passwords)
- for display in school classrooms, on noticeboards etc.
- to support student's health and well-being, for example, asthma and anaphylaxis plans,

*I give permission for the school to use photographs, videos, or recordings of my child for use within the school community. (e.g., in the school's communication portals such as Seesaw and Compass, which are password protected.)*

*I give permission for the school to use photographs, videos, or recordings of my child for use in publications/locations that are publicly accessible (e.g., the school's newsletter only)*

*I give permission for the school to use photographs, videos, or recordings of my child for use in publications/locations that are publicly accessible (e.g., the school's website, social media accounts and promotional material for the school.*

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