



Glendal Primary School Photographing and Filming Students Policy

Rationale

The Glendal Primary School staff and Council understand that families would like to have a photographic and or video record of the children's activities throughout their schooling. We also recognise the need to protect children from inadvertent or unwanted publication of photos online, or hard copy, which may cause embarrassment or harm to the children and their families. It is good etiquette to gain permission from other parents before using any images of their children in any setting.

This policy will be communicated to parents and families regularly as a reminder.

As a general principle, Glendal Primary School does not promote the sharing of information on social media that enables identification and the location of individual children, for example children's faces and the school logo, which can compromise the safety of our students.

Guidelines

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).

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/carers and the wider school community.

Glendal 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, 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/camps/excursions/sports events, communicate with our parents/carers and school community in newsletters and on classroom blogs/apps/insert, etc.

Glendal Primary School will use student images respectfully, reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards and our school's Child Safety Policy. If at any time a parent/carer or student has a concern about the use of any images they should contact the school office or school Principal.

We recognise that parents and families will photograph and video their children in school settings. We ask that this is done respectfully and, as far as possible, only include their own children unless permission is granted to include other students. We also ask that students' photographs and videos are not shared on social media.

Implementation

Parents/carers can contact the school Principal in writing 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. Examples include DVD sales, for events such as a school concert, speech nights, sports events, etc. 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.

Each year Glendal 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.

Glendal 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 decline the option of having their child participate in official school photographs must contact the school Principal before the date photos are scheduled to be taken to advise the school of their decision. There is no obligation on any parent or carer to purchase any photographs taken.

From time to time Glendal Primary School 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 or school staff with passwords, e.g. Year 6 Film Festival, etc.).
- for display in school classrooms, on noticeboards, etc.
- to support student's health and wellbeing (e.g. photographs of students with anaphylaxis for individual medical notices).

An Annual Consent Form and Collection Notice 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.

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

- on the school's website.
- in the newsletter.
- on the school's social media accounts.

The media and 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, social media or print media, including newspapers and magazine publications. When our school receives such requests Glendal Primary School 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.

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, Glendal 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.

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

Glendal 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.

On occasions 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.

Glendal Primary School does not require or obtain consent from parents/carers or students to photograph, film or record students for these reasons. However, when Glendal Primary School 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.

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 and any associated personal storage facility/cloud within a week of the images being captured.

Please refer to the School Policy and Advisory Guide: Photographing and Filming Students for further advice and information.

Evaluation:

Policy ratified 21st October, 2019 at School Council.