

## PHOTOGRAPHING, FILMING OR RECORDING STUDENTS' POLICY

*The Currajong School takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures, and practices meet all **Child Safe Standards as specified in Ministerial Order No. 1359 (2022)***

### PURPOSE

To explain to parents/carers how The Currajong 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and disclose photographs, video and recordings of students, how parent/carer consent can be provided and how it can be withdrawn.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 The Currajong 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the circumstances in which The Currajong School will seek parent/carer consent and how consent can be provided and/or withdrawn.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 (i.e. ID photos, Sentral), whilst disclosure is used for images which are shared and distributed outside of the school and are available to other students, parents/carers and the wider school community.

The Currajong 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 may photograph, film or record students participating in school activities or events, for example; to use in Seesaw including classroom activities, sports events, concerts, excursions, camps and video modelling 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 using Seesaw and in newsletters and classroom video modelling, blogs/apps.

The Currajong School will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards and our School's Statement of Commitment to Child Safety. If at any time a parent/carer or student has a concern about the use of any images they should contact School Leadership.

In addition to the processes outlined below, parents/carers can contact School Leadership in the method of contact on [admin@currajong.vic.edu.au](mailto:admin@currajong.vic.edu.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 whole of school or large group events and make those recordings available to the school community through DVD sales etc, such as e.g. the school concert, graduations, 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 The Currajong 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; and
- stored on Sentral for educational and administrative purposes.

The Currajong 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 school before the date photos are scheduled to be taken to advise that their child will not participate. There is no obligation on any parent/carer to purchase any photographs taken.

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

From time to time The Currajong 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, SWPBS video modelling, Seesaw, emails, classroom blogs or apps that can only be accessed by students, parents or School staff with passwords e.g. Sentral, Seesaw, etc.);
- for display in school classrooms, on noticeboards, etc.;
- in the school's newsletter; or
- to support student's health and wellbeing (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.

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
- in the school yearbook; or
- when using Seesaw.

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 Currajong School, 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 The Currajong School will:

- provide parents/carers with information about the organisation involved and when/for what purposes the photography, filming or recording will occur; and
- 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. The school does not 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, The Currajong School will:

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

### School performances, sporting events and other school approved activities

The Currajong School endeavours to respect the privacy of all members of our school community and requests that parents/carers, students and invited guests do not photograph, film or record School performances, sporting events and other school-approved activities.

The school does not own or control 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); and
  - provide a safe and suitable workplace (occupational health and safety law).
- for identification purposes, when necessary to implement discipline and/or behaviour management policies.

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

### Staff use of personal devices

School staff are not permitted to capture images of students on their personal devices. If staff would like to photograph, film or record students, they must use the school's camera or iPads and ensure that the images are uploaded onto the school server, i.e. photo drive/folder/etc.

## EVALUATION

This policy will be reviewed as per our three-year review cycle or more often if necessary due to changes in regulations or circumstances.

Approval date:	Approved by:	Next review:
October 2021	School Board	October 2024



The Currajong School acknowledges the traditional owners of this country throughout Australia and their continuing connection to land and community. We pay our respects to them and their cultures and to the Elders past, present and emerging.