Cranbourne South PRIMARY SCHOOL

Photographing, Filming and Recording Policy

239 Pearcedale Road Cranbourne South VIC 3977 **Tel: 9782 2999**
Email: cranbourne.south.ps@edumail.vic.gov.au Website: http://www.cranbournesouth.vic.edu.au/

Policy Name	Photography, Filming and Recording Policy	Approved	Wednesday 12th December 2018
Responsibility	Leadership	**Next Review**	December 2021

Rationale:
This policy outlines the practices that Cranbourne South Primary School (CSPS) 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It also explains the circumstances in which CSPS will seek parent/carer consent and how consent can be provided and/or withdrawn.

Aims:
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).

Implementation:
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.

CSPS 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, assembly, sports carnivals, performances, excursions, camps etc. We do this for many reasons such as to celebrate student participation, achievements, showcase particular programs, document student journey through camps, excursions or sporting events, communicate with our parents/carers and school community via newsletters and/or blogs and social media platforms.

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

In addition to the processes outlined below, parents/carers can contact the office 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 such as school performances, school camp, sports events, graduations 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 CSPS arranges 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.

CSPS 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 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 or carer to purchase any photographs taken.

Images for use and disclosure within the school community and ordinary school communications
From time to time CSPS may photograph, film or record students to use within the school community, including:

- In the school's communication, learning and teaching tools (for example, classroom blogs or apps that can only be accessed by students, parents or school staff with passwords eg Compass, Gmail etc)
- For display in school classrooms, on notice boards etc
- To support student's health and wellbeing (eg photographs of pencil grip to assist in OT assessments)
- Students are identified only by their first name and initial of last name and year level, for example 'Jane S. 4D'.

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 newsletter which is publicly available on the website
- Via Flexibuzz
- Students are identified only by their first name and initial of last name and year level, for example 'Jane S. 4D'.

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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 CSPS 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.
- If a story is about an individual achievement, we will always seek consent prior to publication. Unless a story features an individual child, only group photos are included.

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

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.

CSPS does not require or obtain consent from parents/carers or students to photograph, film or record students for these reasons. However, when CSPS 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 Pads and ensure that the images are uploaded onto the school Google's directory.

Non-Consent Form
An annual Non-Consent Form 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.

Resources:

- https://cranbournesouth.vic.edu.au/wp-content/uploads/2016/11/CSPS-Child-Safety-Policy-130318-signed.pdf
- Consent Form (Appendix A)

Evaluation:
This policy will be reviewed as part of the school's three year review cycle and/or per local school agreement.

CERTIFICATION
This policy was ratified at the School Council Meeting held at Cranbourne South Primary School, on Wednesday 12th December 2018.

Signed.....
School Council President

Signed.....
Principal

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Appendix A: **MEDIA CONSENT FORM**

Dear Parents/Guardians,

At CSPS we celebrate the students efforts by mentioning their participation in school events and achievements across many media platforms. Student photographs, videos, digital images or work samples may be included in newsletters, blogs and on the school website. These can be accessed by all members of the school and general public. Students are identified only by their first name and initial of last name and year level, for example 'Jane S. 4D'.

On occasion we invite the media to school events and they are expected to follow the school policy. When a story is about an individual achievement, we will always seek consent prior to publication. Unless a story features an individual child, only group photos are included.

If you do **NOT** want any digital files of your child or samples of their work included in one or more media platforms, please complete the form below and return it to your classroom teacher. If you do not return this form it will be deemed that you have given permission for publication. Refer to the Photography, Filming and Recording policy on our website or contact the Office.

This non-consent form is valid for the current school year, and must be completed every year.

Yours sincerely,

NAME
Title

MEDIA NON-CONSENT FORM
Please return by [INSERT DATE]

I *do not* give permission to use form or media of my child/ren in accordance with this letter.

Student Name _____ Class _____

Student Name _____ Class _____

Student Name _____ Class _____

Student Name _____ Class _____

Parent / Guardian Name _____ Parent Signature _____

Date _____

Tick all that apply:

- School Publications (website, newsletters, blogs, etc)
- Other professional photographers (excluding official school photographer)
- Media