



POLICY

Photography, Video and Recording of Students

Purpose

To explain to parents/carers how Firbank Grammar School (The 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and disclose photographs, video and recordings of students, how parent/carer consent can be provided and how it can be withdrawn.

NOTE: All references to 'School' or 'Firbank Grammar School' within this policy include all campuses and the School's Boarding Premises.

Policy

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).

This policy outlines the practices that the 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explains the circumstances in which the School will seek parent/carer consent and how consent can be provided and/or withdrawn.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, Consent2go and Synergetic), 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.

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, productions, excursions, camps etc. We do this for many reasons including celebrating student participation and achievement, showcasing particular learning programs, document a student's learning journey/camps/excursions/sports events, to communicate with our parents/carers and school community in newsletters and on the Schools social media pages.



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

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 such as school productions, presentation nights, sports events 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).

Each year the 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

The 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 or carer to purchase any photographs taken.



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

From time to time the 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. FLIP)
- for display in school classrooms, on noticeboards etc
- in the enews
- to support student's health and wellbeing (eg photographs of pencil grip to assist in OT assessments)
- School events

Images to be used or disclosed outside the school community.

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

- on the school's website
- on the school's social media accounts
- handbooks and publications
- external advertising

We will notify families individually if we are considering using any images of your child for specific advertising or promotional purposes out of the ordinary and outside of the above scope.

Media

The media 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 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. The school does not own or control any photographs, video or recordings of students taken by the media.

School performances, sporting events and other school approved activities

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

The 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 knowledge of persons whose children also appear in the images.

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.

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

The preference is for School staff to use Firbank Grammar owned devices to capture images of students however there may be times when use of their own personal devices for reasonable and legitimate educational purposes is required. If this occurs, staff are expected to forward images directly to the School and delete the images from their device within a week of the images being captured.



Related Policies and documentation

Child Safety and Wellbeing Policy
Child Safety and Wellbeing Code of Conduct
Staff Professional Boundaries

Approval

Policy Issue date	November 2023
Document updated by	Risk and Compliance
Document reviewed by	SLT/Principal
Document approved/endorsed by	Board H&S and Child Safety and Wellbeing Committee
Endorsed date	November 2023
Next Review date	November 2026

