

PHOTOGRAPHING, FILMING AND RECORDING POLICY



PURPOSE:

To explain to parents/carers/staff how Ballarat High School will collect, use and disclose photographs, video and recordings of staff and students, how parent/carer consent can be provided and how it can be withdrawn.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.

POLICY:

This policy outlines the practices that Ballarat High School has in place for the collection, use and disclosure of images of students and staff to ensure compliance with the *Privacy and Data Protection Act 2014* (Vic). It also explains the circumstances in which Ballarat High School will seek parent/carer consent and how consent can be provided and/or withdrawn.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, Edumate), 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.

Ballarat High 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 etc.

Ballarat High 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 the school.

In addition to the processes outlined below, parents/carers can contact their child's Team Leader/Learning Leader 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 . 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 Ballarat High School will arrange for a professional photographer to take official school photographs of students and staff. 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 and Edumate for educational and administrative purposes.

Ballarat High 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. Staff who do not wish to participate in these official school photographs need to notify the Principal in advance.

Images/Recordings For Use And Disclosure Within The School Community And Ordinary School Communications

From time to time Ballarat High School may photograph, film or record students and/or staff 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
- for display in school classrooms, on noticeboards etc
- in the school's newsletter
- to support student's health and wellbeing (eg photographs of pencil grip to assist in OT assessments)

A Consent Form and Collection Notice is distributed to parents/carers on enrolment for completion and recording in student files.

Images/Recordings To Be Used Or Disclosed Outside The School Community

External use or disclosure by the school

Photographs, video or recordings of students and staff 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
- in the school magazine

The Consent Form and Collection Notice also covers these types of uses and will be distributed to parents/carers on enrolment. 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 Ballarat High 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.

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, Ballarat High 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.

Staff are able to personally withdraw consent to the recording of their involvement in any such activities if required.

School Performances, Sporting Events And Other School Approved Activities

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

Ballarat High 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.

The school may from time to time determine that photography or recording at school events or on school grounds is restricted. Where restriction is notified, failure to comply may result in exclusion from school premises or activities.

Under no circumstances may photography/recording occur in private areas such as change-rooms, or in school offices or staffrooms, or at meetings, without express permission. Students are not to take photos of individual staff without the express consent of the staff member.

Images/Recordings 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.

Ballarat High School does not require or obtain consent from parents/carers or students to photograph, film or record students for these reasons. However, when Ballarat High 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. Photographs, film or recordings gathered for this purpose will not be gathered covertly.

Security And Ownership Of Photographs/Recordings/Film Of Students

Security

All photographs, recordings and/or film of students/staff are stored securely by the school, as required by Victorian privacy law and relevant Department policy.

Ownership

The Department owns all photographs, recordings and/or films of individuals taken under the school's direction. This includes any photographs/recordings/films uploaded to official school social media accounts or apps. Any photographs, recordings and/or films taken by others external to our school (and the Department) are not owned or controlled by our school (or the Department).

Inappropriate Filming, Recording Or Photography

If any member of the school community has concerns about any person taking photographs , recordings or films of students in breach of this policy or for inappropriate, unlawful or indecent purposes, the Principal needs to be contacted as soon as possible so the School may take appropriate action, including reporting such activity to the police.

In line with our school values and the DET Public Sector values, covert recording does not support the development of Respectful Relationships within our school community and may also involve breaches under privacy law which may be referred to the police.

CCTV

The school has CCTV installed to assist with the protection of facilities and to assist in the management of students. CCTV is not used to monitor the work of staff or students but may be used to assist the monitoring of student behavior in certain areas of the school and the monitoring of facilities outside of normal school hours. CCTV footage may be disclosed to Victoria Police when the disclosure is necessary to assist with the prevention, detection, investigation, prosecution or punishment of criminal offences.

Child Safety

As outlined in the school's Child Safety Code of Conduct staff, volunteers, contractors, and any other member of the school community involved in child- related work must not photograph or video a child in a school environment except in accordance with this policy or where required for duty of care purposes.

Review Cycle And Evaluation

This policy was last updated on August 2019 and is scheduled for review in August 2021