



HARVEST HOME
PRIMARY SCHOOL

Photographing, Filming and Recording Students

Policy

Photographing, Filming and Recording Students Policy



Help for Non-English speakers

If you need help to understand the information in this policy please contact Harvest Home Primary School on 8468 9000 or email: harvest.home@education.vic.gov.au

PURPOSE

To explain to families/carers how Harvest Home Primary 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disclose photographs, video, and recordings of students, how parent/carer consent can be provided, and how it can be withdrawn.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). The use of CCTV is covered in our school's CCTV policy. [Delete if your school does not have CCTV]

POLICY

This policy outlines the practices that Harvest Home Primary 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in which Harvest Home Primary School will seek family/carer consent and how consent can be provided and/or withdrawn.

As a general rule, the use relates to images that are shared and distributed only within the school for school purposes (i.e. ID photos, Compass), whilst disclosure is used for images that are shared and distributed outside of the school staff and are available to other students, parents/carers and the wider school community.

Harvest Home Primary School will ensure that families/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, Learning Community activities, sports events, concerts, excursions, camps, etc. We do this for many reasons including to celebrate student participation and achievement, showcase learning programs, document a student's learning journey/camps/excursions/sports events, and communicate with our family/carers and school community in Newsletters and on the school's Facebook page.

Harvest Home Primary School will use student images reasonably, appropriately, and sensitively, consistent with our obligations under the Child Safe Standards. If at any time a family/carer or student has a concern about the use of any images they should contact a member of the Principal Class at the school.

In addition to the processes outlined below, families/carers can contact the school 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 the whole of school or large group events and make those recordings available to the school community, 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 Harvest Home Primary School will arrange for a professional photographer to take official school photographs of students. This will generally involve both Learning Community photos and individual photos being taken.

Official school photographs may be:

- Purchased by families/carers
- Used for school identification on Compass
- Stored on CASES21 for educational and administrative purposes.

Harvest Home Primary School will notify families/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.

Families/carers who choose to opt out of having their child participate in official school photographs must contact the school office before the date photos are scheduled to be taken to advise that their child will not participate. There is no obligation on any family or carer to purchase any photographs taken.

Images For Use and Disclosure within the School Community and Ordinary School Communications

From time to time Harvest Home Primary School may photograph, film, or record students to use within the school community, including:

- In the school's communication, for example, the School or Community Newsletters
- For display in school displays and/or noticeboards etc.
- To support student's health and wellbeing (e.g., Photographs of pencil grip to assist in OT assessments)
- Other uses as requested/ necessary and/or appropriate.
- The Consent Form and Collection Notice will be distributed to families/carers on enrolment to Harvest Home Primary School

Images to be Used or Disclosed Outside the School Community

External Use or Disclosure By The School

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

- On the school's website, including in the school newsletter which is publicly available on the website
- On the school's social media accounts (Facebook Page)

The Annual Consent Form and Collection Notice also covers these types of uses and will be distributed to family/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 Harvest Home 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 owns or controls any photographs, videos, or recordings of students taken by the media.

Other External Collection, Use, or Disclosure

If there is a situation that will involve the collection, use, or disclosure of images of students by or to third parties which is not otherwise covered by this policy, Harvest Home 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.

School Performances, Sporting Events, and Other School-Approved Activities

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

Harvest Home Primary School requests that families/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.

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

FURTHER INFORMATION AND RESOURCES

- The Department's Policy and Advisory Library: [Photographing, Filming, and Recording Students](#)

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Referenced in the staff induction process
- Discussed at staff briefings/meetings, as required
- Discussed at parent information nights/sessions, as required
- Included as annual reference in school newsletter, as required
- Made available in hard copy from a Principal class member, upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	August, 2023
Approved by	Andrew Bouzikas (Principal)
Next scheduled review date	August, 2026