

## Policy – Photography Filming and Recording Students

### Policy Information

Policy Number:	HAL-XYZ-173
Current Version:	1.0
Policy Category:	Care, Safety and Wellbeing
Scope:	School Programs
PAL Link:	<a href="https://www2.education.vic.gov.au/pal/photographing-students/policy">https://www2.education.vic.gov.au/pal/photographing-students/policy</a>

### Revision History & Ratification

This policy needs to be reviewed by College Council annually or as required and ratified at the College Council meetings when changes are necessary. This policy will be published on the school's website and will be distributed to staff via Compass.

Revision Date:	Council Ratification Date:	Summary of Changes	Prepared/Approved By:
18/11/2021 V1.0	18/11/2021	Update and checked against the Policy and Advisory Library (PAL)	Jason Patten

### Purpose

To explain to parents/carers how Hallam Senior College 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and disclose photographs, video and recordings of students, how parent/carer consent can be provided and how it can be withdrawn.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 refers to the use of Closed Circuit Television (CCTV) in the Appendix. The use of CCTV is covered in the Department of Education Photographing and Filming Policy (CCTV use) – refer to Appendix and linked webpage for further information and guidelines for use.

**By enrolling at Hallam Senior College the school deems that you consent to the use of photographing, filming and recording of students or student work for the purposes provided below and on the Annual Collection Notice unless you sign and return the Opt Out Form.**

## Policy

This policy outlines the practices that Hallam Senior College 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the circumstances in which Hallam Senior College will seek parent/carer consent and how consent can be provided and/or withdrawn.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, 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.

Hallam Senior College 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 and participation in camps/excursions and sports events, and to communicate with our parents/carers and school community in newsletters, on the college website and facebook page, and publications such as Headlines and Highlights etc.

Hallam Senior College will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards and our school's Child Safety Policy. If at any time a parent/carer or student has a concern about the use of any images they should contact a member a member of the Principal Team.

In addition to the processes outlined below, parents/carers can contact the administration 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 and make those recordings available to the school community through DVD sales etc., such as e.g. the Debutante Ball / formals, awards nights, 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 Hallam Senior College will arrange for a professional photographer to take official school photographs of students. This may involve both class or special group/team 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.

Hallam Senior College 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 a member of the Principal Team 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 Hallam Senior College 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/carers or school staff with passwords eg Compass, Moodle, Office 365, Team App)
- for display in school classrooms, on noticeboards, video screens etc
- to support student's health and wellbeing (eg photographs of students who may be at high medical risk)

An Annual Collection Notice and Opt Out Form will be distributed to parents/carers on enrolment and also at the beginning of each school year or on enrolment.

### **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
- on the school's social media accounts – e.g official Facebook, Twitter and the relevant public accessibility for Team App groups.
- in the school magazine or any other printed publications
- external media publicity e.g. events at which media attend and publish

The Annual Collection Notice and Opt Out Form 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.

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#### **HAL-XYZ-173 Photography Filming and Recording Students**

Document Control - Printing this document or transferring it to another electronic format will result in the document being an uncontrolled copy. Please check that you are using the current version by checking on the QMS.

Policy Owner: Jason Patten

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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 Hallam Senior College 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, Hallam Senior College 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

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

Hallam Senior College 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.

Hallam Senior College does not require or obtain consent from parents/carers or students to photograph, film or record students for these reasons. However, when Hallam Senior College 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 may use their own personal devices to capture images of students for:

Reasonable and legitimate educational purposes (e.g. recording of assessment evidence or to demonstrate improved techniques or skills)

Student health and safety purposes. Examples of this may be where a photograph of a person or incident may assist in the prevention of future harm to any member of the school community. Circumstances may include dangerous driving, threatening behaviour or the need to identify an unknown person or student.

In these instances, staff are expected to upload the images to the school database and delete the images from their device within a week of the images being captured.

## APPENDIX – CCTV

The College 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 teachers or students but may be used to assist the monitoring of student behaviour in certain areas of the school. 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.

Collection type	School Use	Disclosure to third parties	Documentation required
CLOSED CIRCUIT TELEVISION (CCTV)	Detect and deter vandalism, graffiti or other unwanted activities	Only in very restricted and limited circumstances	Compliance with legislation including the Surveillances Devices Act 1999 (Vic).
	Monitor outdoor areas, corridors and other areas of the school.	Note: Contact the Legal Services Unit to obtain advice about your particular circumstances	Compliance with Department policies – contact the Security Services Unit for assistance with the guidelines and the approval process.
	Prohibited in the following circumstances:		
	monitoring the work performance of staff or students		
	use in toilets, shower and change rooms or staff rooms		
concealed or covert cameras in any location.			