

Photographing, Filming and Recording Children Policy

Purpose:

To explain to our school community how Cranbourne Carlisle Primary School's 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and disclose photographs, video and recordings of students, how parent/carer consent can be provided and how it can be withdrawn.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 children.

Policy:

This policy outlines the practices that Cranbourne Carlisle Primary School has in place for the collection, use and disclosure of images of children to ensure compliance with the Privacy and Data Protection Act 2014 (Vic). It also explains the circumstances in which Cranbourne Carlisle Primary School will seek parent/carer consent and how consent can be provided and/or withdrawn.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. Sentral, medical alerts), whilst disclosure is used for images which are shared and distributed outside of the school staff and are available to other children, parents/carers and the wider school community.

Cranbourne Carlisle Primary 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 children. There are many occasions during the school year where staff photograph, film or record children participating in school activities or events, for example classroom activities, sports events, assemblies, special events, excursions and camps. We do this for many reasons including to celebrate participation and achievement, showcase particular learning programs, document a child's learning journey, share school events with the community through social media and communicate with our parents/carers and school community on classroom blogs and SeeSaw apps.

Cranbourne Carlisle Primary School will use children's 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 child has a concern about the use of any images, they should contact the Principal or Assistant Principal via the School Office on 5591 3600.

In addition to the processes outlined below, parents/carers can contact the School Office or email the school at Cranbourne.carlisle.ps@edumail.vic.gov.au 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 Cultural Connection Days 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, Cranbourne Carlisle Primary School will arrange for a professional photographer to take official school photographs of children. This will generally involve both class photos and individual photos being taken.

Official school photographs may be:

- Purchased by parents/carers
- Stored on CASES21 and Sentral for educational and administrative purposes
- Used for identification purposes, such as medical alerts

Cranbourne Carlisle Primary 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.

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

From time to time Cranbourne Carlisle Primary School may photograph, film or record children to use within the school community, including:

- in the school's communication and learning and teaching tools (emails, classroom blogs, SeeSaw, Sentral)
- for display in school classrooms, on noticeboards, for goal setting
- to support children's health and wellbeing (eg social stories, medical alerts, anaphylaxis briefings)

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

Images to be used or disclosed outside the school community

External use or disclosure by the school

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

- on the school's website and class blogs

- on the school's social media accounts (youtube, instagram, twitter)

The Annual Consent Form and Collection Notice 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.

Media

The media, or the Department of Education and Training's media team, may seek to photograph, film or record children 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 Cranbourne Carlisle Primary School will:

- provide parents/carers with information about the organisation involved and when/for what purposes the photography, filming or recording will occur on
- seek prior, express parent/carer consent in writing.

Children 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 children 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 children by or to third parties which is not otherwise covered by this policy, Cranbourne Carlisle 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

Cranbourne Carlisle Primary School permits parents/carers, children and invited guests to photograph, film or record school performances, sporting events and other school-approved activities.

Cranbourne Carlisle Primary School requests that parents/carers, children 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 children taken by parents/carers, students or their invited guests at school activities.

Images to manage children's behaviour or fulfil our school's legal obligations

On occasion it may be necessary for school staff to photograph, film or record children in order to:

- fulfil legal obligations, including to:
 - take reasonable steps to reduce the risk of reasonably foreseeable harm to children, 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

Cranbourne Carlisle Primary School does not require or obtain consent from parents/carers or children to photograph, film or record children for these reasons. However, when Cranbourne Carlisle 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.

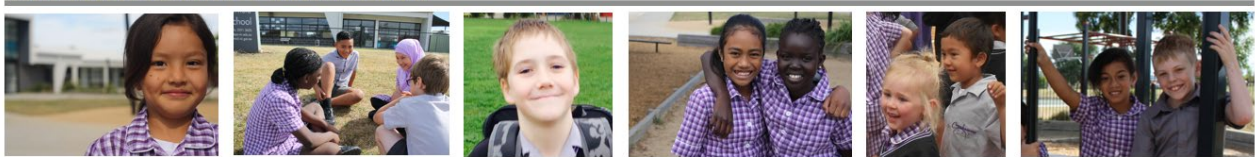
Further information and resources

- School Policy and Advisory Guide: Photographing and Filming Students
<https://www.education.vic.gov.au/school/principals/spag/safety/pages/photoandfilm.aspx>

REVIEW PERIOD

This policy was last updated in March, 2022 and is scheduled for review in November 2026.

Cranbourne Carlisle Primary School



Many Cultures, One Community