

Photography/Filming Policy



Rationale:

This Policy governs how and when individuals are photographed/filmed at Ballarat High School and whether consent is required. This policy is consistent with Victorian privacy law and is implemented in conjunction with relevant Department of Education and school policies.

Definition:

Throughout this policy: **the Department** means the Department of Education and Training; **parents** include guardians and carers; **Principal** means the Principal or their delegate

Aims:

This policy notifies the school community about how individuals may be photographed or filmed at our school. Individuals will only be photographed and/or filmed as described in this policy. This policy explains which types of photographing/filming require the school to obtain prior, specific consent.

For all photography or filming the school will either:

1. **obtain express consent:** obtain prior, express consent before the proposed event or activity
2. **allow individuals to opt-out:** notify individuals or their parents in writing in advance, so they have an opportunity to advise the school that they cannot participate
3. **provide notice only:** notify individuals or their parents in writing either in advance or retrospectively, either through this policy or specific communication during the year, that individuals have been/ will be photographed and/or filmed in certain circumstances.

Implementation:

1. PRIOR, EXPRESS CONSENT REQUIRED

- a) **Photographing students and their classroom work for school purposes by Ballarat High School teachers** On occasion, staff may wish to take photographs of students in their classroom environment or on school grounds to publish in/on both physically and virtually.
- the school's learning and teaching tools, (for example, classroom blogs)
 - the school's publicly available website and educational social media accounts
 - promotional material for the school, including in pamphlets and public advertisements
 - the school's newsletter and other communications to the school community and public.
- b) The media may at times approach the school seeking to photograph and/or film students for a news story. This may include broadcast media or print media including newspapers and magazine publications. Individuals who will be involved, other than students, will need to give consent.

Our school will only photograph or film students for these purposes (or for any other incidental purposes related to a classroom activity) after a parent has provided prior, express consent in writing which is signed at enrolment and lasts the life of their schooling years.

2. OPT-OUT ONLY

Official school photographs of individuals: individual students, staff and each class

Every year the school arranges for an external company to photograph individual students, staff and each class. Our school notifies parents in advance which gives parents an opportunity to decide that their child cannot participate in these official school photographs.

Parents that choose to opt-out must **contact the school** to advise that their child cannot participate. Staff who do not wish to participate in these official school photographs need to notify the Principal in advance.

The school will store the photographs on the School's CASES database. CASES is used for educational and administrative purposes and access is restricted to school employees and Department technical support staff. Photographs are also stored on Edumate. Access to photos on Edumate is restricted to school employees and Department technical support staff

3. PHOTOGRAPHING and FILMING INDIVIDUALS – NOTICE ONLY

Photographing students to fulfil our school's duty of care

On occasion it may be necessary for the school staff to photograph individuals when necessary to:

1. fulfil legal obligations including to:
 - a. take reasonable steps to reduce the risk of reasonably foreseeable harm to students, staff and visitors (duty of care)
 - b. provide a safe and suitable workplace (occupational health and safety law)
 - c. provide reasonable adjustments for students with disabilities (anti-discrimination law)
2. for identification purposes, when necessary to implement discipline and behaviour management policies.

Our school does not require or obtain consent from parents (or from students) to photograph students for these reasons. **However, when our school photographs a student for any of these purposes, we will take reasonable steps to advise the student/parent that this has occurred and explain the reasons why.**

SCHOOL PERFORMANCES, SPORTING EVENTS AND OTHER SCHOOL-APPROVED ACTIVITIES

The school permits parents, students and invited guests to photograph and film school performances, sporting events and other school-approved events. The school requests that parents and invited guests who photograph or film at school events only do so for their **own personal use** and **do not publish the images** on social media or in any form **without the prior consent of persons whose children also appear in the images.**

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.

Neither the school nor the Department own or control any photographs or film of students taken by parents or their invited guests at these events.

SECURITY AND OWNERSHIP OF PHOTOGRAPHS/FILM OF STUDENTS

Security

All photographs 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 and/or films of individuals taken under the school's direction. This includes any photographs/films uploaded to official school social media accounts or apps. Any photographs 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 OR PHOTOGRAPHY

If any member of the school community has concerns about any person taking photographs 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.

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 teachers 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.

APPROVAL:

This policy was approved by School Council on the 14th June, 2017

EVALUATION:

This policy will be reviewed as part of the school's four-year review cycle.