



WATTLE PARK PRIMARY SCHOOL

Photographing, Filming and Recording Students Policy

Annual Wattle Park Primary School Consent Form

Rationale

To explain to parents/carers how Wattle Park 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and disclose photographs, video and recordings of students, how parent/carer consent can be provided and how it can be withdrawn.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.

Policy

This policy outlines the practices that Wattle Park 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circumstances in which Wattle Park Primary School will seek parent/carer consent and how consent can be provided and/or withdrawn.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. 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.

Wattle Park 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 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 etc.

Wattle Park Primary School will use student images reasonably, appropriately and sensitively, consistent with our obligations under the [Child Safe Standards](#) and our school's [Child Safe Policy](#). If at any time a parent/carer or student has a concern about the use of any images they should contact the school Principal or Assistant Principal.

In addition to the processes outlined below, parents/carers can contact the school Principal or Assistant Principal by writing or sending an email to Wattle Park Primary School 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 the school concert, speech nights and sports events 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 Wattle Park Primary School will arrange for a professional photographer to take official school photographs of students. 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 for educational and administrative purposes.

Wattle Park 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.

Parents/carers who choose to opt-out of having their child participate in official school photographs must contact the school Principal or Assistant Principal by writing or by sending an email to Wattle Park Primary 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.

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

From time to time Wattle Park Primary School 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 or school staff with passwords eg. Compass)
- for display in school classrooms, on notice boards etc
- to support student's health and wellbeing (eg. photographs of pencil grip to assist in OT assessments)

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 including in the school newsletter which is publicly available on the website
- on the school's foyer television display
- in the school's magazine

The **Wattle Park Primary School Consent Form** (see below) 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 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 Wattle Park 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 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, Wattle Park 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

Wattle Park Primary School requests that parents/carers, students and invited guests who photograph, film or record school activities only do so with the firm understanding that:

- **images are for their own personal use**
- **images are not published in any form, including on social media, without the prior consent of persons whose children also appear in the images. Eg. Public swimming pools**

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.

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

Staff use of personal devices

School staff may use their own personal devices to capture images of students for reasonable and legitimate educational purposes. If this occurs, 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.

Further information and resources

School Policy and Advisory Guide: [Photographing and Filming Students](#)

Evaluation

This policy will be reviewed as part of the school's annual review cycle.

This policy was ratified by School Council - 21.8.2018



Wattle Park Primary School Annual Consent Form

Child's Name: _____ Class _____

Please return to your child's classroom teacher promptly

Accident Declaration

In the event of illness or injury to my child whilst at school, on excursion (including walking excursions) or travelling to or from school, I authorise the teacher in charge, where it is impracticable to communicate with me to consent to emergency medical arrangements and treatments on my behalf, as are deemed necessary by a qualified medical practitioner. Such consent includes anaesthetics, blood transfusions and operations. I agree to pay all medical, hospital, ambulance and other expenses incurred on behalf of my child.

Parent/Guardian Signature: _____ Date: _____

Permission and Authority Form

I give permission for my child to participate in all 'on foot' excursions conducted for my child within the local community

Parent/Guardian Signature: _____ Date: _____

School Newsletter Permission

I hereby give permission for my child to be included in school newsletters published by Wattle Park Primary School.

Parent/Guardian Signature: _____ Date: _____

Media Permission

I hereby give permission for my child to be included in media publications specific to the website of Wattle Park Primary School, other Educational Publications, Newspapers and Newspaper related websites and television networks.

Parent/Guardian Signature: _____ Date: _____

Head Lice Check Consent

I consent to my child's hair being checked for head lice by staff who have been approved by the School Principal.

Parent/Guardian Signature: _____ Date: _____

Health Management Plan

If your child has a medical concern that requires a management plan, please contact the office to complete the necessary documentation. (Asthma, Diabetes, Allergies, etc).

All volunteers

Thank you to all our wonderful volunteers whose help is so much appreciated.

Have you applied and handed in your Working With Children's Receipt/Card to the office? Yes / No

Have you filled out the Child Safe Code of Conduct Form? Please collect and returned to the office Yes / No

As it is a Department of Education requirement, all volunteers **MUST** have handed in these two documents to be able to volunteer at Wattle Park Primary School.

All volunteers **MUST** sign in at the office and present their WWCC. A copy of the WWCC and SSCC must be held at the school office.

Class Lists

To help with the organisation of class functions, social and school events we would like to provide each family with their child's class list.

I give permission for the following information to be published on a list for distributions to other families in my child's class.

Child's Name: _____ Class _____

Mother's/Guardian's Name: _____ Mobile: _____

Email: _____ Signature: _____

Father's/Guardian's Name _____ Mobile: _____

Email: _____ Signature: _____