



Thomastown West Photographing, Recording and Filming Students Policy 2024 - 2028

Thomastown West Primary School motto is **Together Working on Pathways to Success**. At Thomastown West Primary School, we want every child to achieve their full potential and we know that parents share this goal. We understand that students reach their full potential only when they are happy, healthy, and safe, and that a positive school culture helps to engage students and support them in their learning. Our school acknowledges that student inclusion and community diversity are key factors in a child's sense of belonging and are preconditions for every child achieving their full potential.



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Thomastown West Primary School on 03 9465 4317 or thomastown.west.ps@education.vic.gov.au.

PURPOSE

To explain to parents/carers how Thomastown West 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and disclose photographs, video and recordings of students, how parent/carer consent can be provided and how it can be withdrawn.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) as Thomastown West does not have CCTV capacity at the time of publishing this policy.

POLICY

There are many occasions during the school year where Thomastown West Primary School 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 learning programs, document a student's learning journey/camps/excursions/sports events, communicate with our parents/carers and school community in newsletters, Student Portfolios, Class Dojo, our school website and Facebook page. There may also be occasions where we take images to support student behaviour management or to fulfil legal obligations. Further detail is provided within this policy.

In addition to the above, there may be situations where a third party requests to take, use or disclose images of students.

This policy outlines the practices that Thomastown West 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 we will seek parent/carer consent and how consent can be provided and withdrawn.



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CONSENT

Thomastown West 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. This form applies to standard uses of images for the time your child attends the school. Standard uses are defined in the following sections.

For non-standard uses, where consent is required, parents/carers will be sent a consent form for that specific situation. Schools will also notify parents when implementing software that may include photos of students, giving parents an opportunity to discuss any concerns or preferences.

Thomastown West Primary School 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 Sandi Young, School Principal.

In addition to the processes outlined below, parents/carers can contact Sandi Young, School Principal via thomastown.west.ps@education.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 the whole of school or large group events and make those recordings available to the school community through DVD sales, such as our school concert or band performances. 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 Thomastown West 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
- used to identify students on our school Compass management system
- stored on CASES21 for educational and administrative purposes.

Thomastown West 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 Sandi Young via email at thomastown.west.ps@education.vic.gov.au 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.



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

From time to time Thomastown West 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 such as Compass, Class Dojo, Google Classrooms.
- for display in school classrooms, on noticeboards and certificates
- to support student's health and wellbeing (e.g. photographs of pencil grip to assist in OT assessments or images of medical forms or in social stories)

An *Annual Photography 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 students may also be used in publications that are accessible to the public, including (but not limited to):

- on the school's website (including in the school newsletter which is publicly available on the website)
- on the school's social media accounts such as Facebook
- on school posters and flyers which advertise the school to local kindergartens and which hang at the front of the school

The *Annual Photography 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.

Media

The media, or the Department of Education 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 Thomastown West 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 of Education own or control any photographs, video or recordings of students taken by the media. See more Information and Resources section of this policy for these templates.



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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, Thomastown West 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.

See more Information and Resources section of this policy for these templates.

School performances, sporting events and other school approved activities

Thomastown West Primary School endeavours to respect the privacy of all members of our school community and requests that parents/carers, students and invited guests do not photograph, film or record school performances, sporting events and other school-approved activities. Parents will be reminded of this policy at all school events. If a parent is seen filming or taking photographs at school events, they will be approached by a Thomastown West Primary School staff member and asked to wait until the event is over and their child is the only child in the image.

Neither the school nor the Department of Education 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.

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

Child Safe Standards

Thomastown West Primary School will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards and our school's Child Safety and Wellbeing 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 via thomastown.west.ps@education.vic.gov.au



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Curriculum-based activities

Photographs, film and recordings of students may be collected and used for curriculum-based activities (i.e. class work) as part of standard learning and teaching practices. Thomastown West Primary School does not require or obtain consent for this. Access is limited to students and relevant teaching staff. Parents/carers may have access to images of their own child in this context.

Professional development

Occasionally, teachers and classes may be recorded for professional development purposes to improve the delivery of educational services. Thomastown West Primary School does not require or obtain consent for this; however, the recordings will only be used internally and for the specific purpose of staff development.

Storage of images

Photographs, video and recordings of students taken by Thomastown West Primary School will be stored in our secure document storage systems with restricted access. Any photographs, videos or recordings made on devices, including non-school issued devices, will be transferred to secure school systems and removed from the devices as soon as reasonably possible.

Images taken by the school community

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

Thomastown West Primary School 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.

Students are not permitted to take photos of one another. Please refer to the Thomastown West Primary School Mobile Phones- Student Use Policy.

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.

COMMUNICATION

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

- On enrolment
- An annual reminder in our school newsletter
- Available publicly on our school's website
- Included in staff induction processes and staff training
- Discussed at staff briefings/meetings, as required
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request



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FURTHER INFORMATION AND RESOURCES

- Thomastown West Primary School [Mobile Phone Policy](#)
- The department's Policy and Advisory Library: [Photographing, Filming and Recording Students](#)

POLICY REVIEW AND APPROVAL

- This policy will be reviewed as part of the Thomastown West Primary School four year policy review cycle.

Date Implemented	2016; 2020; 2024
Author	Principal Assistant Principal TWPS Leadership Team
Approved By	School Council
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Responsible for Review	Principal, Assistant Principal
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References	Victorian Government Schools Policy Advisory Guide