



# Somers School Camp



## Photographing, Filming, Recording Students Policy

### PURPOSE

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and disclose photographs, video and recordings of students, how parent/carer consent can be provided and how it can be withdrawn.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

### POLICY

This policy outlines the practices that Somers School Camp 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the circumstances in which Somers School Camp will seek parent/carer consent and how consent can be provided and/or withdrawn.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, photos for camp books), 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.

Somers School Camp will ensure that parents/carers are notified at the commencement of each program of the ways in which our school may use images of students. There are many occasions during our camp program where staff photograph, film or record students participating in school activities or events. We do this for many reasons including to document a student's learning journey, memories/communicate with parents/carers and school community in newsletters.

Somers School Camp will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards and our school's Child Safety. If at any time a parent/carer or student has a concern about the use of any images they should the school Principal via email.

In addition to the processes outlined below, parents/carers can contact the Administration Office in writing by sending an email 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- if the images have already been published and are in the public domain, it may not be possible for consent to be withdrawn.
- The school can still collect, use and disclose images in circumstances where consent is not required (see below for more information).



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

From time-to-time Somers School Camp may photograph, film or record students to use within the school community, including:

- for use in camp booklets for students to identify friends and keep memories of their camp experience
- At the Somers campus, a video of each camp is made available on the schools website for two weeks post program and is password protected. This password is only provided to the participants and their families.

A Consent Form is included in the parent consent form distributed to parents/carers prior to camp.

## Images to be used or disclosed outside the school community

### External use or disclosure by the school

Photographs, video or recordings of students will not be used in publications that are accessible to the public.

### 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 Somers School Camp 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, Somers School Camp 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.



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## 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.

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

- the Department's Policy and Advisory Library: [Photographing, Filming and Recording Students](#)

## POLICY REVIEW AND APPROVAL

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|----------------------------|-------------------------|
| Policy last reviewed       | June 2022               |
| Approved by                | Principal - Mark Warner |
| Next scheduled review date | June 2025               |