



Somers School Camp



PHOTOGRAPHING, FILMING AND RECORDING STUDENTS' POLICY

SOMERS CAMPUS

PURPOSE

To explain to parents/carers/students/staff:

- how Somers School Camp collects, uses and discloses photographs, video and recordings of students
- when parent/carer consent is required before photographing, filming and recording students
- how consent can be provided and withdrawn.

SCOPE

This policy applies to the general collection, use and disclosure of photographs, video and recordings (images) of students at Somers School Camp during any school-organised activity. 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the circumstances in which Somers School Camp will seek parent/carer consent and how consent can be provided and/or withdrawn.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.

We may also use student images on school-approved social media channels (Instagram/Facebook) to celebrate student participation in camp activities, promote school events, or share highlights from our programs with the broader community. These posts will always be made in a respectful, child-safe manner and only when appropriate consent has been provided.

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 contact the school Principal via email.



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Consent

The Photographing, Filming and Recording Students Consent Form is provided by Somers School Camp at enrolment. Consent is considered to be given unless a parent/carer actively opts out by signing and returning the form to indicate that they do not consent. This form applies to standard uses of images for the duration of the student's time attending the school. Standard uses are defined in the following sections.

For non-standard uses, where specific consent is required, parents/carers will be notified and provided with the opportunity to opt out by signing and returning a consent withdrawal form specific to that situation.

If at any time parents/carers wish to withdraw their consent, they can by contacting the Administration Office in writing by sending an email at any time. If consent is withdrawn verbally, the school will make a written record of this. However:

- if the images have already been published and are in the public domain, it may not be possible to remove them
- the school can still collect, use and disclose images in circumstances where consent is not required (see below for more information).

Image use within the physical school environment and school community

Somers School Camp may photograph, film or record students to use within the physical school environment, 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 Photographing, Filming and Recording Students Consent Form will be provided to parents/carers at enrolment. Consent for the standard uses described above will be considered given unless parents/carers choose to opt out by indicating this on the form. This consent remains in place until it is withdrawn or changed. If a parent/carer would like to withdraw or change their consent at any point, they must notify the school in writing.

Image use beyond the school community

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

- on the Somers School Camp website
- on Somers School Camp social media accounts (including Facebook and Instagram)



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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'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 Somers School Camp receives such requests, our school will:

- provide parents/carers with information about the organisation involved and when and 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.

Research

On occasion, the school may agree to research projects being conducted at the school. If this occurs, parent/carer consent will be sought for student participation, including any photography or recording of students.

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.

Images to manage student behaviour or fulfil our school's legal obligations, including child safety

On occasion, it may be necessary for school staff to photograph, film or record students and/or use images to:

- fulfil legal obligations, including to:



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- 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)
- supporting students' social and emotional wellbeing, and health (duty of care)
- 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, or to use these images, 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 necessary, reasonable and appropriate in the circumstances.

Child Safe Standards

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 Safe Policy. If at any time a parent/carer or student has a concern about the use of any images they should contact the Administrative Office in writing.

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. Somers School Camp 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. Somers School Camp 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 Somers School Camp 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

Somers School Camp permits parents/carers, students and invited guests to photograph, film or record school-approved activities, particularly during Visitors' Day.



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We ask that any images or recordings taken are used for personal purposes only. If any other students are clearly identifiable, we request that parents/carers, students and guests do not publish or share these images — including on social media — without obtaining prior consent from the individuals (or their parent/carer, if under 18).

Where consent has been given, we encourage the use of the hashtag **#SomersSchoolCamp** and tagging **@SomersSchoolCamp** when sharing to social media, to help celebrate and promote our community.

Please note that Somers School Camp and the Department of Education do not own or control any images of students taken by members of the school community.

FURTHER INFORMATION AND RESOURCES

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2026
Approved by	Principal – Peter Bartlett
Next scheduled review date	June 2029