



Aurora School

Photography, filming and recording students

Help for non-English speakers

If you need help to understand the information in this policy, please contact us on 8878 9878

PURPOSE

To explain to parents/carers:

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- how consent can be provided and withdrawn.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

The policy does not cover the:

- use of Closed-Circuit Television (CCTV). The use of CCTV is covered in the department's CCTV in Schools Policy.
- use and disclosure of photographs, video and recordings of adults.

POLICY

There are many occasions during the school year where Aurora School and Aurora School Community Kindergarten staff photograph, film or record children participating in school activities or events, for example in their Early Education rooms, during whole school events, concerts, excursions, etc.

We do this for many reasons including to celebrate student participation and achievement, showcase learning programs, document a child's learning journey/excursions/sports events, communicate with our parents/carers and school community in newsletters. 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 children in which we will always seek permission.

This policy outlines the practices that Aurora School and Aurora School Community Kindergarten has in place for the collection, use and disclosure of images of children 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 It also explains the circumstances in which we will seek parent/carer consent and how consent can be provided and withdrawn.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

The Photographing, Filming and Recording Children Consent Form is provided by Aurora School and Aurora School Community Kindergarten at enrolment. 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 / Kindergarten will also notify parents when implementing software that may include photos of children, giving parents an opportunity to discuss any concerns or preferences.

If at any time parents/carers wish to withdraw their consent, they can by contacting Aurora School office via phone (88789878) or via email (aurora.sch@education.vic.gov.au). 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

Aurora School and Aurora School Community Kindergarten may photograph, film or record children to use within the physical school environment, including:

- for display in school classrooms (e.g. in displays of student work, on noticeboards to celebrate achievements)

A Photographing, Filming and Recording Children Consent Form will be given to parents/carers on enrolment for the standard uses described above. Consent, if given, applies until it is withdrawn or changed. If a parent/carer would like to withdraw or change their consent at any point in time, they must notify the school as pre above.

Image use within the school community

Aurora School and Aurora School Community Kindergarten may photograph, film or record children to use within the school community, including:

- in the school's online communication, learning and teaching tools (e.g., emails, classroom blogs or apps that can only be accessed by children, parents/carers and school staff with passwords.)
- in the school's newsletter

A Photographing, Filming and Recording Children Consent Form will be given to parents/carers on enrolment for the standard uses described above. Consent, if given, applies until it is withdrawn or changed. If a parent/carer would like to withdraw or change their consent at any point in time, they must notify the school as per above.



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Image use beyond the school community

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

- on the school's website

A Photographing, Filming and Recording Children Consent Form will be given to parents/carers on enrolment for the standard uses described above. Consent, if given, applies until it is withdrawn or changed. If a parent/carer would like to withdraw or change their consent at any point in time, they must notify the school as per above.

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 children 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 Aurora School and Aurora School Community Kindergarten 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.

Children 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 children 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 children.

Closed Circuit Television (CCTV)

Parent or carer consent is not required for a school to install CCTV. However, Aurora School and Aurora School Community Kindergarten will inform the school community of the intention to install a CCTV through (appropriate channels such as: a newsletter article; a statement on the school website; posted material within the school grounds). Installation of CCTV will be done in accordance with the department's [CCTV Installation and Management Policy](#).



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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 children by or to third parties which is not otherwise covered by this policy, Aurora School and Aurora School Community Kindergarten 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.

Official school photographs

Each year Aurora School and Aurora School Community Kindergarten will arrange for a professional photographer to take official school photographs of children. This will generally involve both group photos and individual photos being taken.

Official school photographs may be:

- purchased by parents/carers
- used for school identification cards and student identity verification letters
- stored on CASES21 for educational and administrative purposes.

Aurora School and Aurora School Community Kindergarten 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 photographs.

Parents/carers who choose to opt out of having their child participate in official school photographs must contact Aurora School Office via 8878 9878 or aurora.sch@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. However, the school will need to discuss with these parents/carers alternative arrangements for identifying children in emergencies and for other essential purposes.

Images to manage child 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 children and/or use images to:

- fulfil legal obligations, including to:
 - take reasonable steps to reduce the risk of reasonably foreseeable harm to children, staff and visitors (duty of care)
 - provide a safe and suitable workplace (occupational health and safety law)
 - supporting children' social and emotional wellbeing, and health (duty of care)



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- for identification purposes, when necessary to implement discipline and/or behaviour management policies.

Aurora School and Aurora School Community Kindergarten does not require or obtain consent from parents/carers or children to photograph, film or record children, or to use these images, for these reasons. However, when Aurora School and Aurora School Community Kindergarten 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

Aurora School and Aurora School Community Kindergarten 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 Aurora School Office via 8878 9878 or aurora.sch@education.vic.gov.au,

Curriculum-based activities

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

Photos, film and recordings will be taken on Aurora School provided technology as part of our child safe procedures.

Professional development

Occasionally, teachers and groups may be recorded for professional development purposes to improve the delivery of educational services. Aurora School and Aurora School Community Kindergarten 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 children taken by Aurora School and Aurora School Community Kindergarten will be stored in our secure document storage systems with restricted access. Any photographs, videos or recordings made on Aurora School devices, will be transferred to secure school systems and removed from the devices as soon as reasonably possible.



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Images taken by the school community

Aurora School and Aurora School Community Kindergarten endeavours to respect the privacy of all members of our school community. As a result we ask Aurora School and Aurora School Community Kindergarten community [parents/carers, children and invited guests] to be mindful of this when taking a photograph, film or record school performances, sporting events and other school-approved activities.

Aurora School and Aurora School Community Kindergarten requests that parents/carers, children 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.

Neither the school nor the department own or control any images of children taken by parents/carers, children 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/via SeeSaw]
- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings, as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	15.04.2024
Approved by	Principal
Next scheduled review date	April 2028