



Doctrina Vitae

Bacchus Marsh
Grammar

POLICY

Photography and Video Policy (From Complispace)

Approved: 31/01/2019



1 The Hazard - Photography and Video - Recording

- 1.1.1 This policy applies to photography or video, or attempted photography or video taken on school premises or at events held on or off school premises.
- 1.1.2 With technological development, the taking and use of photographs and video of students while participating in school-related activities has become an inseparable part of education and social development.
- 1.1.3 The school has duty of care and privacy obligations to students, to manage the taking and use of photography and video by:
- the school, staff and school affiliates;
 - parents/carers;
 - students; and
 - external parties.

1.2 The aim of this policy is to:

- 1.2.1 manage the risks to student safety and wellbeing arising from the taking of photos;
- 1.2.2 ensure that photos and videos are taken reasonably and sensibly; and
- 1.2.3 to maximize the educational and social benefits of photography and video recording.

2 Photography in School

- 2.1.1 Photography often occurs on school premises or at school events including, but not limited to:
- theatrical/musical performances;
 - open days;
 - sports fixtures;
 - fairs and fetes; and
 - assemblies (School Events).

3 Bacchus Marsh Grammar's Policy

- 3.1.1 Bacchus Marsh Grammar is committed to managing the risks to student safety and wellbeing arising from the taking of photos.
- 3.1.2 It is our policy that:
- a) The school is responsible for managing the ability and access of all persons to take photos or videos of students on school premises or at School Events;
 - b) Photos and videos will not be taken, used or published without the informed consent of relevant parents/carers of students;
 - c) School staff will supervise and manage the taking of photos and videos by students of other students while on school premises and at School Events;
 - d) taking photos and video of students by other students and parents/carers will be supervised and managed accordingly;
 - e) photos and videos will be stored in accordance with the school's Record Keeping Policy; and
 - f) the school reserves the right to decide whether a particular person has the right to take photos or video on school premises or at School Events.



- 3.1.3 The School does not allow personal drones with cameras on or at school events. If the school event is on public land, then any individual photographing students does so without any school permission. The School will assist individuals who wish to enforce their rights to privacy.

4 Informed Consent

- 4.1.1 The school will ensure that consent to taking/use of photography and video of a student is initially obtained when the student commences at Bacchus Marsh Grammar. The consent and permissions provided by parents/carers will be updated yearly or as required.
- 4.1.2 The school will work with parents/carers to provide information about and gain consent for the use of photographs and videos of students which may be taken by school staff or approved external providers. Where appropriate, parents/carers will receive consent/update forms for the purposes of:
- notifying them that their child's image may be used in photos or videos;
 - informing them about how these images and videos are stored and used; and
 - requesting consent before using or publishing images of their children.
- 4.1.3 If a parent/carer does not consent to having their child photographed or videoed, the school will ensure that the student is not photographed/videoed, or identified in photos/videos where it is reasonably appropriate to do so.

See Exclusion From Multimedia Form.

5 Photography/Video by the School

- 5.1.1 The school and its staff may take photos or videos of students for educational or promotional purposes, in accordance with this policy.

6 Photography/Video by External Parties

- 6.1.1 The school will manage and control the taking of photos or videos of its students by external parties, and their access to school premises, School Events, and students. Where appropriate, the school will set terms and requirements upon the access granted to these persons.
- 6.1.2 The school will secure the ownership of photos and videos taken by external parties where possible. If ownership cannot reasonably be obtained, the school will negotiate terms of use with the external party/ies.

7 Photography/Video by Students and Parents/Carers

- 7.1.1 The school will supervise and manage children taking photos and videos of each other in accordance with this policy. Students will be instructed on the importance of privacy and consent in their use and control of photos and videos.
- 7.1.2 Parents/carers of students may take photos/videos for personal or sentimental reasons. While the school cannot manage the use of photos and videos taken by parents/carers for personal purposes (e.g. social media), the school encourages all parents/carers to review its policies to understand the risks associated with using photos and videos of children in a personal capacity.

8 Suspicious Activity

- 8.1.1 Where any teacher, student or member of staff notices behaviour which may be criminal, or may endanger the health or wellbeing of a student, they must report the behaviour immediately to the Principal.
- 8.1.2 Suspicious/criminal behavior may include:
- people taking photographs in sensitive places, such as change rooms and bathrooms;
 - indecent photography such as 'upskirting'; or
 - voyeuristic or 'peeping tom' behaviour, which includes people taking photos surreptitiously.
- 8.1.3 The Principal will take appropriate action in response to a report, which may include disciplining persons who are members of the school community, or reporting the matter to the Police or relevant authorities.

9 Publishing Photos or Videos

- 9.1.1 The school will follow these general guidelines when using and publishing photos or videos in print and online publications:
- photos/videos of a student will only be used where we have the express written permission of the parent/carer;
 - where appropriate, we will not identify any student in the photos/videos published;
 - where there are photos which may potentially be misused (for example, photos of students at gymnastics or swimming events), the school will take steps to ensure only appropriate images or videos are published.

10 Record Keeping

- 10.1.1 Bacchus Marsh Grammar has an obligation to comply with both state Privacy Laws and the Privacy Act 1988 (Cth). A photograph or video is a form of personal information (a record) which must be managed according to our Privacy Policy and Record Keeping Policy.
- 10.1.2 The school will maintain a record of photographs and associated consent forms (with applicable dates) to ensure that consent has been received for a particular use.

11 Related Policies

Privacy Policy
Cyber Safety Policy
Bullying Prevention and Intervention

12 Implementation

- 12.1.1 This policy will be implemented through training and the publication of information for parents/carers.

13 Discipline for Breach of Policy

- 13.1.1 Where a staff member breaches this policy Bacchus Marsh Grammar may take disciplinary action.



14 Authorisation

Policy Document Name	Photography and Video Policy	
Approval Authority	Andrew Neal	
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Amendment History		
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