



## Photography, Filming and Recording Students Policy

### Purpose:

To explain to parents/carers how Hazel Glen College 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and disclose photographs, video and recordings of students, how parent/carer consent can be provided and how it can be withdrawn.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). The use of CCTV is covered in our school's CCTV policy.

### Policy:

This policy outlines the practices that Whittlesea Secondary College 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in which Whittlesea Secondary College will seek parent/carer consent and how consent can be provided and/or withdrawn.

### Consent:

The Photographing, Filming and Recording Students Consent Form is provided by Whittlesea Secondary College at enrolment. This form applies to standard uses of images for the time your child attends the College. 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. Whittlesea Secondary College will also notify parents when implementing software that may include photos of students, 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 our General Office in writing to the Colleges email address: [whittlesea.sc@education.vic.gov.au](mailto:whittlesea.sc@education.vic.gov.au). If consent is withdrawn verbally, the College will make a written record of this.

As a rule, **use** relates to images which are shared and distributed only within the College for school purposes (i.e. ID photos, COMPASS), whilst disclosure is used for images which are shared and distributed outside of the College staff and are available to other students, parents/carers and the wider College community.

Whittlesea Secondary College will ensure that parents/carers are notified upon enrolment and at the commencement of each school year of the ways in which our College may use images of students.



There are many occasions during the school year where staff photograph, film or record students participating in College activities/ events for example:

- Classroom activities
- Sporting events and carnivals
- Concerts
- Excursions
- Productions
- Camps
- College events and occasions
- Community engagement and Student Led events

We do this for many reasons including:

- Celebrate student participation and achievement
- Showcasing learning programs
- Documenting a student's learning journey/camps/excursions/sports events and experiences
- To communicate with our parents/carers and College community in the form of print and digital formats such as brochures, classroom blogs, apps, College approved social media platforms etc.

Whittlesea Secondary College will use student images reasonably, appropriately and sensitively, consistent with our obligations under the **Child Safe Standards** and our College'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 the College General Office on Ph. (03) 9719 1200 or in writing by emailing [whittlesea.sc@education.vic.gov.au](mailto:whittlesea.sc@education.vic.gov.au) at any time to withdraw their consent for any future image 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 to remove them.
- There may be occasions when the College will record whole of College events or large group events [and make those recordings available to the College community such as College concerts, Production, Award nights, Sports events etc and if your child participates, they may appear in these recordings which will be available to the whole College community.
- The College can still collect, use and disclose images in circumstances where consent is not required (see below for more information).



## Official College Photographs

Each year Whittlesea Secondary College will arrange for a professional photographer to take official College photographs of students. This will generally involve both class photos and individual photos being taken.

Official College photographs may be:

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

Whittlesea Secondary College will notify parents/carers in advance of the official College photographs being taken to give them an opportunity to decide whether their child will be included in the official College photographs.

Parents/carers who choose to opt-out of having their child participate in official College photographs must contact the College in writing by sending an email to [whittlesea.sc@education.vic.gov.au](mailto:whittlesea.sc@education.vic.gov.au) before the date photos are scheduled to be taken to advise that their child will not participate.

Please note: There is no obligation on any parent or carer to purchase any photographs taken.

## Images for use and disclosure with the College community and ordinary College communications

From time-to-time Whittlesea Secondary College may photograph, film or record students to use within the College community, including:

- in the College's communication, learning and teaching tools (for example, emails, classroom blogs or apps that can only be accessed by students, parents or College staff with passwords e.g. COMPASS, google classroom etc.
- for display in the College classrooms, on noticeboards etc.
- to support student's health and wellbeing (e.g. photographs of pencil grip to assist in OT assessments)

A Consent Form and Collection Notice will be distributed to parents/carers on enrolment and sent out annually to parents/carers via a COMPASS Event online option or a printed form.



## 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.

## Images to be used or disclosed outside the College Community

### External use or disclosure by the College

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

- on the College's Website
- on the Colleges approved social media accounts
- in the College magazine

The Consent Form and Collection Notice also covers these types of uses and will be distributed to parents/carers on enrolment and as an annual reminder.

### 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 College event. This *may* include broadcast media, online or social media or print media, including newspapers and magazine publications.

When our College receives such requests Whittlesea Secondary College 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 Whittlesea Secondary College if express consent is provided for that specific media event. Neither the College 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, Whittlesea Secondary College 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.



## School Performances, Sporting Events and other College Approved Activities

Whittlesea Secondary College endeavours to respect the privacy of all members of our College community and requests that parents/carers, students and invited guests do not photograph, film or record College performances, sporting events and other College-approved activities. Neither the College nor the Department own or control any images of students taken by parents/carers, students or their invited guests at College activities.

## Images to manage student behaviour or fulfil our College's legal obligations, including Child Safety

On occasion it may be necessary for College staff to photograph, film or record students when necessary to:

1. 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)
  - take reasonable steps to reduce the risk of reasonably foreseeable harm to students, staff and visitors (duty of care)
  - supporting students' social and emotional wellbeing, and health (duty of care)
2. For identification purposes, when necessary to implement discipline and/or behaviour management policies.

Whittlesea Secondary College does not require or obtain consent from parents/carers or students to photograph, film or record students for these reasons. However, when Whittlesea Secondary College 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

Whittlesea Secondary College 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 College database and delete the images from their device within a week of the images being captured.



## Closed Circuit Television (CCTV)

Parent or carer consent is **not required** for our College to have CCTV. Installation and management of CCTV have been done in accordance with the department's CCTV Installation and Management Policy. Further information about how CCTV is managed and operated is available in our CCTV Privacy Notice.

## 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. Whittlesea Secondary College **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. Whittlesea Secondary College 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 Whittlesea Secondary College will be stored in our secure document storage systems with restricted access. Any photographs, videos or recordings made on devices, including non-college issued devices, will be transferred to secure College systems and removed from the non-college issued devices as soon as reasonably possible.

## Images taken by the College Community

Whittlesea Secondary College permits parents/carers, students and invited guests to photograph, film or record College performances, sporting events and other College-approved activities.

Whittlesea Secondary College requests that parents/carers, students and invited guests who photograph, film or record College 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 College nor the department own or control any images of students taken by parents/carers, students or their invited guests at College activities.



## Communication:

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

- Included in staff induction processes
- Available publicly on our College’s website
- Included in transition and enrolment packs
- Included in our staff handbook/manual
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Discussed at student forums/through communication tools
- Communicated via COMPASS and email to families.

## Further Information and Resources:

The Department’s Policy and Advisory Library (PAL):

- [Photographing, Filming and Recording Students Policy](#)
- [Schools Privacy Policy](#)
- [CCTV in Schools Policy](#)

## Policy Review and Approval:

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|-----------------------------------|--------------------------------|
| <b>Policy last reviewed</b>       | February 2026                  |
| <b>Consultation</b>               | Principal, Principal Executive |
| <b>Policy approved</b>            | Principal                      |
| <b>Next scheduled review date</b> | February 2028                  |



Appendix 1:



Whittlesea Secondary College

