

## Use of Children's Photographs and Video Images

### Introduction

This Policy sets out how Child Side School manages children's photographs and video images collected by it. The policy complies with the Australian Privacy Principles contained in the Commonwealth Privacy Act as well as regulations schools are bound by in the School Education Act 2000.

### Scope and Application

This policy applies to all employees, parents, children of Child Side School. This policy will be reviewed and amended in accordance with Child Side School Policy on Policies and Policy Guidelines and Procedures Contents Schedule.

The use of the word child/children in this policy refers to students in the context of the school environment.

### Related Legislation/Guidelines

- The Privacy Act 1988 (Commonwealth Act)
- Australian Privacy Principles Guidelines
- National Catholic Education Commission and Independent Schools Council of Australia Privacy Compliance Manual

### Related Policies

- Privacy Policy
- Internet and Electronic Devices
- Retention of Records Policy
- Social Media Policy
- Childrens Code of Conduct
- Young Adolescent Code of Conduct
- Staff Code of Conduct
- Parent Code of Conduct
- Enrolment Policy
- Child Protection Policy
- Human Resources Policy

### Related Documents

- Enrolment Form

### Policy Statement

Child Side School collects, holds, uses and manages children's photographs and video images in accordance with the Privacy policy. The policy complies with the Australian Privacy Principles (APP's) contained in the Commonwealth Privacy Act as well as regulations schools are bound by in the School Education Act 2000.

The APP's standards apply to the collection and handling of personal information that is held in a school's record. Personal Information under the Privacy Act 1988 include photographs and videos where the person's identity is clear or can reasonably be worked out from that image or where the individuals racial or ethnic origin or religious beliefs are apparent.

Under the Privacy Act the school may collect and hold personal information that is reasonably necessary for its functions or activities.

The School may, from time to time, review and update this Policy to take account of new laws and technology, changes to Schools' operations and practices and to make sure it remains appropriate to the changing school environment.

## **Consent**

Information about the taking and use of student photographs and videos and where the acquisition of informed and written consent is obtained is included in the following documents.

- Enrolment Form – at the time of enrolment
- Photographs/Videos and Documentation Consent Form – annually at the beginning of the school year
- Purpose/event specific Parent Consent Form - at the time of the individual event

When formulating a consent form the school will follow the attached "Guidelines for Photographing/Videoring Children".

Any consent withdrawals will be noted on the Permissions Register and distributed to clusters annually and as required.

## **Collection and Storage**

Each cluster educator will use a cluster specific school Ipad and in some instances a school mobile phone to take photographs and videos.

The school ipads and mobile phone will be stored securely on site with use and access restricted to educators and staff only.

The photographs and videos will be downloaded directly to the "S drive" Photo Archive folder at the end of each term. Access to the folder is only available to the Co-Principals and Administration Assistant.

## **Use**

Child Side staff regularly photograph and video children to observe and use as tools for planning children's learning, as well as evidence of children's learning and meeting the requirements of the curriculum.

The photographs and videos for general use will include and be displayed;

- in the schools internal Storypark publications,
- during teaching and learning sessions as reflective tools
- children's end of term exhibitions of learning and learning portfolios,
- the school website and social media page,
- internal communication App,
- internal school events including Enterprise, Fire Twirling, Little Day Out and Christmas spiral celebration.

## **School Photographs**

The school requests a parent (generally with own photographic business or experience) to take photos of the children on site which the parents can then purchase direct from the photographer. This is an annual event that takes place in Term 4.

The photographer is not authorised to use the photographs for any other purpose without consent.

## **Child Protection Considerations**

Due to the schools open door policy and the multiple staff members present with children there is greatly reduced opportunity for inappropriate or intimate images to be taken of children.

Any misuse or inappropriate photographs or video footage will be treated as a breach of the Code of Conduct and will be dealt with in accordance with that code and consequences applied.

## Appendices

Appendix 1	Guidelines for Photographing/Videoing Children
Appendix 2	Photographs/Videos and Documentation Consent Form
Appendix 3	Sample purpose/event specific Parent Consent Form
Appendix 4	Permissions Register

## Version Management

[illegible]

## Guidelines for Photographing and Videoing Children

The following statement is included in the student Enrolment form and the Photographs/Videos and Documents Consent Form given to parents at the beginning of each calendar year. They are required to sign and return to the school. Any objections by parents are noted and the documents are kept on file. The names of children whose photographs are not approved for external marketing purposes are listed on the Permissions Register and distributed to each cluster educator annually or as required.

*Because Educators and staff observe children closely and use this information daily to plan for their learning, your child will be photographed and videoed regularly. In line with the practices of Reggio Emilia these images and other learning samples of your child are documented and displayed for all in the Child Side community to see on a regular basis. This is to make children's learning "visible" and to record the process of learning. We see children as capable, competent, amazing, and interesting... so any documentation is used to understand the children better and to focus on their strengths and capabilities as individuals and in a group. The images and documentation are used again to stimulate children's thinking and promote further learning. They are also used as a means of creating and sharing a personal history of the group and are often used for reflecting and building on. As conflict and controversy are part of life and children's learning, these situations and issues will be documented too.*

*The photographs and videos for general use will include and be displayed;*

- *in the schools internal Storypark publications,*
- *during teaching and learning sessions as reflective tools,*
- *children's end of term exhibitions of learning and learning portfolios,*
- *the school website and social media page,*
- *internal communication App,*
- *internal school events including Enterprise, Fire Twirling, Little Day Out and Christmas spiral celebration.*

*Any highly personal or sensitive issues will remain **confidential** and will be handled appropriately. Some of these photos and videos of your child and associated documentation maybe shared with visiting teachers and other interested parties to help deepen understandings about how children learn and how best we can support them.*

*Some of these photos and videos may also be used for marketing purposes. Please let us know in the space provided below, if you object to your child's photo being used for marketing reasons. Please note it is your responsibility to notify the school if you wish to withdraw your consent at anytime.*

### Purpose/event specific Parent Consent Form

A sample of the Form is included in this policy. The form is to be edited, and then reviewed and approved for distribution by one of the Co-Principals before it is used.

As an example the Event Specific Parent consent form may be requested by an Educator or child from the Young Adolescent Cluster as part of their Expanding Possibilities Projects to fulfil the obligations of the project or course.

### Staff are required to:

- Take note of children whose photographs are not permitted to be used for marketing purposes as distributed in the Permissions Register to each cluster at the beginning of each year and as required during the year.
- Seek approval from Co-Principals before using any photographs of children for external marketing purposes ie on social media platforms

- Only aerial or back shots of students are permitted to be used on publicly accessed social media platforms
- Educators are to use the dedicated school Ipad allocated to the Cluster Educator for taking photographs and videos of children. At the end of each term all images and videos downloaded to the school's "S drive" Photo Download folder and then transferred to the Photo Archive folder the following term.
- Comply with the Staff Code of Conduct with reference to the appropriate use of photographs and video footage. Any breaches of the Code will be dealt with in accordance with the Code and consequences applied.

### **Children**

- The children are required from time to time to use school I pads to take photographs and video images to demonstrate their learning.
- The children are required to use the student allocated I pads that are stored on the school property at all times.
- The photographs and videos used as work samples and for exhibitions will be saved to the "S drive" at the end of each term. All other photographs and videos will be deleted.
- The appropriate use of I pads and taking of photographs and videos for the specific context of learning is included in the Young Adolescent Code of Conduct. It is discussed with children during the cluster Code of Conduct meetings at the beginning of each year and regularly during Protective Behaviour meetings and Safety Circles.

### **Parents**

- Any photographs or videos taken by parents at school functions including Fire Twirling, Exhibitions of Learning and Little Day Out are not to be posted on external social media platforms. They can however be shared with the internal CCS Whiteboard page.
- Parents are required to comply with the Parent Code of Conduct with reference to the appropriate use of photographs and video footage. Any breaches of the Code will be dealt with in accordance with the Code and consequences applied.

## **Photographs/Videos and Documentation Consent (Please return to school in the first week of term 1)**

Because Educators and staff observe children closely and use this information daily to plan for their learning, your child will be photographed and videoed regularly. In line with the practices of Reggio Emilia these images and other learning samples of your child are documented and displayed for all in the Child Side community to see on a regular basis. This is to make children's learning "visible" and to record the process of learning. We see children as capable, competent, amazing, and interesting... so any documentation is used to understand the children better and to focus on their strengths and capabilities as individuals and in a group. The images and documentation are used again to stimulate children's thinking and promote further learning. They are also used as a means of creating and sharing a personal history of the group and are often used for reflecting and building on. As conflict and controversy are part of life and children's learning, these situations and issues will be documented too.

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Some of these photos and videos may also be used for marketing purposes. Please let us know in the space provided below, if you object to your child's photo being used for marketing reasons. Please note it is your responsibility to notify the school if you wish to withdraw your consent at anytime.

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We (Parents) understand that photographs of our child will be displayed regularly as part of their learning journey. We also understand that their ideas will be recorded and shared.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Child/ren's Names:

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## SAMPLE - PARENT CONSENT FORM

### MCC Coaching

\_\_\_\_\_ one of our year 10 boys is in the process of completing his Certificate II in Sports Coaching. The course is an online course provided by the Queensland based company called AFHP (Academy of Fitness and High Performance), <https://www.afhp.com.au>.

A part of his practical assessment is to show his ability to be able to correctly fill out and upload a participant form with information that requires consent from the parent of the child participating,

The company AFHP is under legal obligations to not share or store any of this legal information and is only needed to assess the students ability to correctly fill out the form and will be deleted on the completion of the unit.

The other part of \_\_\_\_\_ course is to film himself coaching MCC aged children to assess his ability to deliver instructions and to put into practice what he has learned throughout the written part of the unit. Again, this information will not be stored or shared and will be on deleted on the completion of the unit.

Location:

Date:

Time and duration:

Supervising Educator:

Parent Consent
<p>I have read and understood the information above and give permission for the recording of my child's information, the filming and participation of my child in the above activity.</p> <p>Child's name: _____</p> <p>Parent/Guardian's name: _____</p> <p>Parent/Guardian's signature: _____ Date: _____</p>



## Photographs Not Approved for Marketing

**As At August 2023**

Name	Cluster	Notes
P.....	ECC	
C.....	ECC	
S.....	ECC	
S.....	MCC	
I.....	MCC	
J.....	YAC	
R.....	YAC	

## Panadol Not Approved

Name	Cluster	Notes
T.....	ECC	Contact A..... first
A.....	ECC	
C.....	ECC	call S..... first
L.....	MCC	call S..... first

## Fear of Dogs

Name	Cluster	Notes
B.....	ECC	Will need support with interactions