



Photographing, Filming and Recording Students Policy

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Help for non-English Speakers



If you need help to understand the information in this policy, please contact the school office by phoning 03 9782 1333 or emailing Banyan.Fields.PS@education.vic.gov.au

Purpose

To explain to parents and carers:

- How Banyan Fields Primary School 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- How consent can be provided and withdrawn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.

This policy does not cover the:

- Use of closed-circuit Television (CCTV) – the use of CCTV is covered by the Department's CCTV in Schools Policy.
- Use and disclosure of photographs, video and recordings of adults

Alignment with School Values

This policy aligns with our school values as follows:

Tenacity	At Banyan Fields Primary School, Tenacity is reflected in our commitment to consistently maintaining safe, respectful, and lawful practices when photographing, filming and recording students. Staff regularly review procedures and expectations to ensure student privacy and consent requirements are upheld at all times.	
Equity	Equity is demonstrated through our commitment to respecting the rights, cultural backgrounds, and individual circumstances of all students and families. We ensure that consent preferences are carefully considered so that every student' dignity, safety, and inclusion are protected in school publications, events, and learning activities.	



Synergy	Synergy is evident in the strong partnerships between the school, students, families, and staff when managing photographing, filming, and recording practices. Clear communication and collaboration ensure shared understanding of consent processes and support respectful representation of our school community.	
Stewardship	Stewardship is reflected in the responsible and ethical management of student images, videos, and recordings. Staff take care to securely store, use, and share media appropriately, ensuring the trust placed in the school community is honoured and student wellbeing remains a priority.	

Policy

There are many occasions during the school year where Banyan Fields Primary School staff photograph, film or record students participating in school activities or events. For example:

- Whole school and sub-school events (House Activities, Colour Run, Dress Up Days, School Concert, etc.)
- In-class activities that are used to record progress in learning and skill development
- Learning activities related to the focus of our professional learning activities
- Award winners
- Sporting events
- Incursions, excursions and camps
- In the Fields recordings
- School representation at community events

We do this for many reasons including:

- Celebration of student participation and achievement
- Showcasing learning programs and local initiatives
- Documentation of student's learning journey
- Recording of school events (camps, excursions, sports, events, etc.)
- Communication with families and our school community

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.

Consent

The Photographing, Filming and Recording Students Consent Form is provided by Banyan Fields Primary School 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. Banyan Fields Primary School 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 do so by contacting the school office by email (Banyan.Fields.PS@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

Banyan Fields Primary School may photograph, film or record students to use within the physical school environment, including:

- For display in classrooms (e.g. displays or student work, classroom routines, structures and processes, on noticeboards to celebrate achievements)
- For display in the shared spaces around the school (e.g. displays on corridors and in shared learning spaces, including the STEAM Centre and Gym)

A Photographing, Filming and Recording Students 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 outlined in the *Consent* section above.

Image Use Within the School Community

Banyan Fields Primary School may photograph, film or record students to use within the school community, including:

- In the school's online communication, learning and teaching tools (e.g. emails, Compass communications, apps that can only be accessed by students, parents/carers and school staff with passwords)
- In the weekly year level updates shared with parents/carers via Compass that can only be accessed after log-in
- In the school magazine or yearbook that will be shared with parents/carers
- Class photograph taken as part of our annual official school photographs that can be purchased by other members of our school community





A Photographing, Filming and Recording Student 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 outlined in the *Consent* section above.

Image Use Beyond the School Community

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

- On the school's website, including the newsletter which is publicly available on the website
- On the school's social media accounts, including the newsletter which is made public via Facebook and Instagram

A Photographing, Filming and Recording Student 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 outlined in the *Consent* section above.

Banyan Fields Primary School will notify parents directly 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 newspaper and magazine publications.

When Banyan Fields Primary School 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 may 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.





Closed Circuit Television (CCTV)

Parent or carer consent is not required for a school to install CCTV. However, Banyan Fields Primary School will inform the school community of the intention to install a CCTV through the school newsletter. Installation of CCTV will be 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.

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, Banyan Fields Primary School 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/carers consent in writing

Official School Photographs

Each year, Banyan Fields Primary School will arrange for a professional photographer to take official school photographs of students. This will generally involve both class photographs and individual photographs being taken.

Official school photographs may be:

- Purchased by parents/carers
- Used for school identification and student identity verification letters
- Stored on CASES21 for educational and administrative purposes

Banyan Fields Primary School 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 the school office by email (Banyan.Fields.PS@education.vic.gov.au) before the date photographs 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.





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:
 - 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

Banyan Fields Primary School 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 Banyan Fields Primary School 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

Banyan Fields Primary School 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 the school office by email (Banyan.Fields.PS@education.vic.gov.au).

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. Banyan Fields Primary School 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. Banyan Fields Primary School 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, videos and recordings of students taken by Banyan Fields Primary School 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

Banyan Fields Primary School permits parents/carers and invited guests to photograph, film or record school performances, sporting events and other school-approved activities.

Banyan Fields Primary School requests that parents/carers and invited guests who photograph, film or record school activities only do so for their own personal use and endeavour to only capture images of their own child/ren. Photographs, films and recordings of any student at a school approved event should never be published in any form, including on social media, without the prior consent of persons whose children also appear in the images.

Students are never permitted to photograph, film or record any other student either at school or at school-approved events, unless using a school device and under the supervision of a staff member. In this case, the individual staff member is responsible for enacting the relevant procedures outlined in this policy.

Neither the school nor the Department own or control any images of students taken by parents/carers, students or their invited guests at school activities.

Communication Plan

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

- On enrolment
- An annual reminder via the school newsletter
- Publicly available on our [school's website](#)
- Included in staff induction processes and staff training
- Included in the staff handbook
- Discussed at staff briefings, meetings and/or other communications as required
- Hard copy available from the school office upon request

Further Information and Resources

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





Policy Review and Approval

Policy last reviewed	Term 2, 2026
Approve by	Principal
Next scheduled review date	Term 2, 2030





Photographing, Filming and Recording Students at Banyan Fields Primary School Consent Form

There are many occasions during the school year when staff photograph, film or record students participating in school activities or events. We do this for many reasons including to:

- Celebrate student participation and achievement
- Showcase learning programs and local initiatives
- Document student's learning journey
- Maintain a record of school events (camps, excursions, sports, events, etc.)
- Communicate with families and our school community

Our Photographing, Filming and Recording Students Policy describes how we will collect and use photographs, video and recordings (images) of students. The policy also explains when parent/carer consent is required and how it can be provided and withdrawn.

Please note: there are uses of images that do not require consent. These include curriculum-based activities (i.e. class work), identity management, managing behavioural and safety incidents, to support a student's health and wellbeing, and to provide individual feedback or communication to a student, their parents/carers and/or school staff. If you have any concerns about the use of photographs in our school, for example, due to safety or cultural reasons, please contact the school office by email (Banyan.Fields.PS@education.vic.gov.au).

This consent form describes:

- Situations where consent is required and seeks that consent
- How personal information will be handled in regard to privacy law
- Ownership and reproduction of images

If you would like to withdraw or change your consent at any time, you must notify us by emailing the school office (Banyan.Fields.PS@education.vic.gov.au). If consent is withdrawn verbally, we will make a written record of this. Please note that it may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.

We will provide an annual reminder to parents about our Photographing, Filming and Recording Students Policy via the school newsletter. We will also notify parents when implementing software that may include photographs of students, giving parents an opportunity to discuss any concerns or preferences.

This consent form applies to images of students that are collected and used by our school. We ask that parents/carers or other members of our school community photographing, filming or recording students at school events (e.g. concerts, sports events, etc.) do so in a respectful and safe manner and that images of students are not publicly posted (e.g. to a social media





account) without the permission of the relevant parent/carer. Students are never permitted to photograph, film or record any other student either at school or at school-approved events, unless using a school device and under the supervision of a staff member. In this case, the individual staff member is responsible for enacting the relevant procedures outlined in this policy.

Privacy

Photographs, video and recordings (images) in which your child is identifiable are considered 'personal information' under Victorian privacy law. This means that any images of your child taken by the school may be a collection of your child's personal information. The school is part of the Department of Education (the Department). The Department values the privacy of every person and must comply with the Privacy and Data Protection Act 2014 (Vic) when collecting and managing all personal information. For further information, refer to the [Schools' Privacy Policy](#).

Ownership and Reproduction

Copyright in the images will be wholly owned by the school. This means that the school may use the images in the ways described in this form without notifying, acknowledging or compensating you or your child.

Consent for Use of Images

Our school uses images in a number of ways. Please read the categories below, then indicate your opt-in consent by using the tick boxes at the bottom of this form.

Use of Images Within the Physical School Environment

If you consent, photographs, video or recordings of your child may be used by our school within the school community in any of the following ways:

- For display in classrooms (e.g. displays or student work, classroom routines, structures and processes, on noticeboards to celebrate achievements)
- For display in the shared spaces around the school (e.g. displays on corridors and in shared learning spaces, including the STEAM Centre and Gym)

Use of Images Within the School Community

If you consent, photographs, video or recordings of your child may be used by our school within the school community in any of the following ways:

- In the school's online communication, learning and teaching tools (e.g. emails, Compass communications, apps that can only be accessed by students, parents/carers and school staff with passwords)





- In the weekly year level updates shared with parents/carers via Compass that can only be accessed after log-in
- In the school magazine or yearbook that will be shared with parents/carers
- In our annual school photographs, including the class photograph that can be purchased by other members of our school community

Use of Images Beyond the School Community/Publicly

If you consent, photographs, video or recordings of your child may be used by our school within the school community in any of the following ways:

- On the school's website, including the newsletter which is publicly available on the website
- On the school's social media accounts, including the newsletter which is made public via Facebook and Instagram

We will notify you individually if we are considering using images of your child for specific advertising or promotional purposes.

Your Consent

I have read this form and I consent to Banyan Fields Primary School collecting photographs, video or recordings of my child during their time at the school, and using these photographs video or recordings in the following ways.

Indicate your consent for the three options by using the tick boxes.

☐	I consent to the use of images of my child within the school environment
☐	I consent to the use of images of my child within the school environment and within the school community
☐	I consent to the use of images of my child within the school environment and within the school community and beyond the school community (publicly)

Student's Name	
Parent/Carer's Name	
Parent/Carer's Signature	
Date	





Further information about how Banyan Fields Primary School collects and uses photographs, video and recordings of students is available in our Photographing, Filming and Recording Students Policy, including the use of images that do not require consent (e.g. to fulfil legal obligations or for identification purposes).

If you do not return this form to the school, we will assume that you do not consent to the optional uses as described above.





Specific Event and Media Consent Form – Student

Photographing, Filming and Recording by Media and/or Other Organisations

Description of Event

Example 1: Media

*On 2 February 2023, Australian cricketer John Smith will visit our school to celebrate the opening of our new cricket pitch. John will play a cricket game with our grade 6 students (**the event**). This is an exciting event for our students. Our school has invited media outlets to attend the event, speak with our students and photograph, film and/or audio record the event. Media outlets that may attend include Channel 9, The Age, and The Herald Sun (**the organisation(s)**). Please be aware that these organisation(s) may publish any photographs, film and/or audio recordings they take at the event on a variety of platforms, such as websites and television broadcasts, and may do so without notifying, acknowledging or paying you or your child.]*

Example 2: Non-Media

*On 2 February 2023, Example Theatre Company (**the organisation**) will be attending our school to perform a play for grade 3 students (**the event**) to raise awareness of disability. The event is interactive and some students may be invited to participate in the performance. Example Theatre Company may film, photograph and/or audio record the event for publication on their website and in promotional brochures, and may do so without notifying, acknowledging or paying you or your child*

Example 3: Ministerial Visit

*On 2 February 2023, Minister XX will be visiting our school to [XYZ] (**the event**). Our school/the Minister has invited media outlets to attend the event, speak with our students and photograph/film and/or audio record the event. Media outlets that might attend include XYZ (**the organisation/s**). Please be aware that these organisations may publish any photographs, film and/or audio recordings they take at the event on a variety of platforms, such as websites and television broadcasts, and may do so without notifying, acknowledging or paying you or your child.]*





Consent

Student's Name	
I, _____, the parent/carer of the student named above, consent to my child attending the event described above and being filmed and/or photographed and/or audio recorded by the organisation(s) during the event. I understand that I can only withdraw my consent for my child to participate before the event occurs and I must contact the school office by email (Banyan.Fields.PS@education.vic.gov.au) to do so.	
Date	
Parent/Carer's Name	
Contact Number	
Signature	

For any questions about this form, please contact the school office by email (Banyan.Fields.PS@education.vic.gov.au).

To understand more about privacy, see the [Schools' Privacy Policy](#).

