



DONVALE PRIMARY SCHOOL

PHOTOGRAPHING, FILMING AND RECORDING STUDENTS POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school principal 9842 3373.

PURPOSE

To explain to parents/carers:

- how Donvale 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- how consent can be provided and withdrawn.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.

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 Donvale Primary School staff photograph, film or record students participating in school activities or events, for example at sports events, classroom activities, concerts, excursions, assemblies, camps and/or other school events.

We do this for many reasons including to celebrate student participation and achievement, showcase learning programs, document a student's learning journey, share experiences from camps,

excursions or sporting events or communicate with our parents/carers and school community in newsletters and on Seesaw. 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 students.

This policy outlines the practices that Donvale Primary School 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 It also explains the circumstances in which we will seek parent/carer consent and how consent can be provided and withdrawn.

Consent

The Photographing, Filming and Recording Students Consent Form is provided by Donvale 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. Schools 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 the Principal or Office Manager. 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

Donvale Primary School may photograph, film or record students 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)
- to support students' health and wellbeing (e.g. flyers identifying students at risk of anaphylaxis that are posted in areas such as the staffroom, first aid room and administration office)
- displayed on monitors or screens at the school office
- to celebrate student leaders on captaincy boards

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.

Image use within the school community

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

- in the school's communications, learning and teaching tools such as emails, classroom blogs or apps that can only be securely accessed by students, parents or school staff (e.g. online management system)

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.

Image use beyond the school community

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

- on the school's website (including in the school newsletter which is publicly available on the website)
- school promotional billboards
- school marketing brochures
- on the school's social media accounts

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.

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 students 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 Donvale 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 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 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. Our school's CCTV system is managed 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, Donvale 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 Donvale Primary School will arrange for a professional photographer to take official school photographs of students. This will generally involve both class 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
- displayed in the front office

Donvale 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 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 students in emergencies and for other essential purposes.

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.

Donvale 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 Donvale 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

Donvale 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 Principal or Assistant Principal.

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. Donvale 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. Donvale 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, video and recordings of students taken by Donvale 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

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

Donvale Primary school requests that parents/carers, students 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 students taken by parents/carers, students 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 newsletter
- 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 Students](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2026
Consultation	Policies Sub Committee
Approved by	Principal
Next scheduled review date	June 2030

Dear Parents / Guardians,

Throughout the course of your child's time at Donvale Primary School, he / she will be provided with opportunities to participate in a broad range of activities, events and programs either on or off the school site.

To enable your child's participation in such activities in 2026, the school requires parent/guardian permission. We ask that you please click on the link below and complete this form attached as soon as possible. If you require a paper copy of the form, please contact the office on 9842 3373.

If we do not receive any response from you indicating your intention, we will assume that you provide your permission for your child's participation in the outlined activities in 2026.

You will be required to complete this form yearly. If your circumstances change throughout the year and you want to amend this form, you will need to put the changes in writing to the school.

2026 PG Movies

Movies rated PG may be shown during the year under teacher supervision. Please indicate your

permission for this to occur in the linked form.

2026 PERMISSION TO TAKE CHILDREN OUT OF SCHOOL ON LOCAL EDUCATIONAL & SPORTING EXCURSIONS

During the year, we may visit in the local area of our school. To lessen the repeated permissions required we are asking for a blanket permission for your child to leave the school grounds to walk to such planned events. The maximum radius from the school would be 2kms.

With Principal permission, teachers will plan the excursion and carry out risk assessments.

CONSENT TO MEDICAL ATTENTION ON SUCH EXCURSIONS

The Department of Education requires consent to be provided for all students attending school excursions. Where the teacher in charge of the excursion is unable to contact you, or it is otherwise impracticable to contact you, your consent will provide the teacher in charge to administer any first aid that the teacher in charge may judge to be reasonably necessary. You will also consent to your child receiving such medical or surgical attention as may be deemed necessary by a medical practitioner.

You will be notified by Compass in advance of such excursions. These excursions cover walking only, all bus, car or bike travel will require separate permission.

It is essential that your contact and emergency contacts are always kept up to date. Medical permission to administer first aid on these excursions is required.

2026 PHOTOGRAPHING, FILMING AND RECORDING STUDENTS AT DONVALE PRIMARY SCHOOL

During the school year there are many occasions and events where staff may photograph, film or record students participating in school activities and events. We do this for many reasons including to celebrate student participation and achievement, showcase particular learning programs, document a student's learning journey/camps/excursions/sports events etc, communicate with our parents and school community in newsletters.

In the attached form you must only complete this section if you wish to OPT OUT of your child's images being used.

We also ask that any parents/carers or other members of our school community photographing, filming or recording students at school events eg concerts, sports events etc do so in a respectful and safe manner and that any photos, video or recordings "images" of students are **not publicly posted** (eg to a social media account) without the permission of the relevant parent/carer.

Your prompt response to this request would be greatly appreciated.

If you have any queries regarding this matter, please do not hesitate to contact me.

Kind Regards
Michelle Rassias
Principal
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