



Swallowcliffe P-7

We value **Honesty, Respect, Achievement**

SWALLOWCLIFFE SCHOOL

Photograph Policy

Aim:

The aims of Swallowcliffe Photograph policy is to record children's activities through their school life while recognising the need to protect each child from inadvertent or unwanted publication, both online and hard copies.

The purpose of this Permission Form is to:

- Comply with the privacy legislation in relation to photographs/videos taken at the School.
- Enable staff at the School to take photographs/videos of children as part of the learning program.
- Enable staff to take group photographs/videos at special events such as birthdays or excursions.
- Notify parents/guardians as to who will be permitted to take photographs/videos and where these are taken by the School, how they will be used.

DECD Guidelines:

The DECD Guidelines for image use can be found on the DECD website. It clearly states:

- Students and parent/caregivers written permission is required for the use of student images.
- No names are to be used with any images.
- Photographs to be taken of students in uniform or daily clothes.
- Uploading video and photos to social media where facial recognition and tagging is possible should not be used.

Implementation:

Swallowcliffe School recognises the educational value of the use of video and photos in both the school teaching and learning and for families' enjoyment. It is expected that all staff, students and parents of Swallowcliffe School use the following strategies:

1. On enrolment families will be given a permission form allowing photographic and video images of their children to be used. Some publications are used for both local and promotional purposes so the use of images in them needs to be carefully monitored. Examples are school newsletter, school website, annual report, educational purposes, school photographs, promotional and school events.
2. Families may opt out of any of these permission images and class teachers will be provided with a list of students who cannot have photographs taken.
3. Families will need to sign the form understanding that other parents while taking photos of their children may inadvertently have other children in their photographs. If this is the case the families taking the photo's need to understand that they will not be able to publish or share without written permission of the student's parents, including on line or hard copy publications.

Our Mission: To empower students to recognise and optimise their full learning potential.



Government of South Australia
Department for Education and
Child Development

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4. Schools concerts/whole events - Families may take photos/videos of their own child/ren only. If videos and photographs do include other students they must not be uploaded to Social Media (i.e Facebook, Instagram, Twitter etc.) Any issues arising from the sharing of images should be reported to the Social Media Platform and/or directed to the police.
5. At swimming events students should be photographed with just head and shoulder images or active in the water. These photographs will be taken by staff only, after notifying the pool officials of their status as a teacher.

See attached consent form

REVIEW

This policy has been endorsed by the Governing Council.

This policy will be reviewed and updated as required ie due to new information.

2017

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PERMISSION FORM - PHOTOGRAPHS & VIDEOS

PLEASE TICK ALL BOXES THAT YOU CONSENT YOUR CHILD TO PARTICIAPTE IN...(IF YOU DO NOT TICK THE BOXES WE ASSUME YOU HAVE NOT GIVEN PERMISSION FOR ALL OF THE BELOW STATEMENTS.)

Photographs/videos taken by staff

Staff at the School will take photographs/videos of student as part of the program which will include displaying these at the School.

When the photographs/videos are no longer being used as part of the program, displayed at the School or placed in a book for circulation, they will either:

- Be given to the family of the student if the photograph/video is of their child and no other children;
- Stored securely at the preschool and displayed on anniversaries of the preschool etc; or
- Destroyed.

Group Photographs taken by parents/guardians or staff

Parents/guardians, may take individual photographs, staff may take group photographs, at special events such as birthdays/ assemblies/ concerts or excursions while in the care of the School provider. Photographs taken by the School provider can be made available to all parents/guardians.

While the School provider can nominate the use and disposal of photographs they organise, there is no control over those taken by parents/guardians of student attending.

Photographs/videos taken by parents/guardians

Parents/guardians may take photographs and/or videos of their own child. However, this may include other children in the group only on special events such as birthdays/ assemblies/ concerts or excursions while in the care of the School provider. *(please see policy re Social Media)*

Photographs/videos for use in training and development, advertising our School in the community, photographs on websites for the community and school

The permission of students photographs/videos for external publication, including the School's own publications/website/annual report, for the use of training documents and advertising outside of the School. Permission for photo's to be used on posters to be displayed in the community including other community agencies eg local council, departmental websites, advertiser and local papers.

Confirmation of Consent

Parents/guardians need to note that the School provider has no control over the use of the photographs/videos taken by parents or guardians or other agencies.

I consent to the arrangements for the use of photographs and/or videos as stated in this Permission Form

Child/ren Name _____

Signed _____ (Parent/Guardian) Date _____

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