



PHOTO POLICY

Purpose:	This purpose of this Policy is to inform members of the College community of their responsibilities when taking photos or recording video of Ormiston College students.		
Scope:	This Policy is to be adhered to by all stakeholders which include all staff, directors, managers, workers, parents, students, volunteers, contractors, suppliers and visitors at the College.		
Ormiston College Related Documents:	<ul style="list-style-type: none">• Child Protection Policy• Complaints Handling Policy• Social Media Policy• Workplace Health and Safety Policy		
Policy Owner:	College Governing Body	Version:	V080824
Status:	APPROVED	Supersedes:	V230124
To be reviewed:	Every 3 years	Next Review Date:	September 2027
Authorised by:	BRETT WEBSTER	Date of Authorisation:	5/09/2024
Signature:			

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POLICY STATEMENT

Ormiston College is mindful of its duty of care to students and others within the community and exercises its best intentions when protecting children and young people from potential risk. This Policy informs members of the College community how they should take photos, or how videos of students are recorded, stored and distributed.

Generally, it is not illegal for individuals, for their personal records, to take photos/video footage of students at official College events, particularly when they are held on public property. However, the College encourages parents and guardians to take a common-sense approach as they document their child's achievements and be mindful of other students and their parents who may not wish to be included in photos and videos.

RECORDING PHOTOS OR VIDEOS OF STUDENTS AND DISTRIBUTION

Individuals should:

- Where possible, only capture their child (and close family) in a photo or video recording.
- Where reasonable, obtain permission from the other parents or individuals before taking a photo or video recording that may have students other than their own child.
- Refrain from posting a photo or video containing a student other than their own child to a social media platform without first obtaining permission from the other party. This is regardless of whether it is a public facing or private social media platform.
- Be aware that in general, any transmission or distribution of photos or videos to the internet or physically to a third party should always have the permission from the students and individuals in the image or recording.
- Know that a student who is not their child and is under the age of 14 is unable to give permission to share photos and videos. Parental/guardian permission must be sought.
- Be aware, as a condition of use, most social media sites will claim some form of ownership and rights to distribution of personal photos and videos.
- Know that once a photo or video is in the public domain, it is difficult to recall.

When taking photos or recording videos at Ormiston College events or on the College campus, individuals should:

- Be aware that the College generally employs photographers, videographers or engages staff and students to document the event in an official manner, doing so in accordance with College policies and procedures.
- Not interfere with or block the ability of the official College representative to undertake these duties.
- If directed, only take photos or record videos in an approved 'designated photo area' or 'spectator area'.
- Adhere to requests from College officials to not take photos, videos or use flash photography at an official College event.
- Never operate a drone or other flying device without prior approval by the College.
- Avoid the use of excess equipment including large cameras, video recording equipment or other equipment that impinges on others' enjoyment of an event or creates a dangerous or disruptive environment. For example tripods, selfie sticks, boom mics, large SLR cameras, professional video cameras, or equipment that requires to be powered from an electrical outlet.

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INAPPROPRIATE IMAGES

An individual must not take inappropriate images or video recordings of any student or staff member. A College staff member should be notified immediately of anyone taking inappropriate images or in any way acting suspiciously.

Images that are considered not to be appropriate include but are not limited to:

- Indecent photographs or video captured covertly, in change rooms, toilets, or other invasions of privacy.
- Being used for voyeurism or made for the purpose of observing and visually recording the other person's genitals.
- Images that feature an individual who is protected by a Court Order (eg., child custody or witness protection).
- Images that are defamatory.
- Containing third party personal or sensitive or other identifying information in the background of the shot.
- For any purpose other than documenting your own child's achievements (eg. for sale, promotional or marketing or for any other commercial purposes).

Individuals should clearly understand that consensual photos of a child (including your own child) also contravene criminal codes and censorship laws if the child is photographed in a provocative or sexual manner.

RIGHTS OF THE COLLEGE

Should an individual show signs of inappropriate behaviour when using equipment to take photos or video, the College reserves the right to:

- Request the individual to leave the College campus (or the site of the official College event).
- Confiscate any personal equipment that was used to create inappropriate content, particularly where the content contravenes Criminal Codes.

In the event of such an incident, a College Staff member may require security or law enforcement to exercise College rights. A College staff member will complete an Incident Report to document the events that occurred and provide a report to the Headmaster as soon as practicable.