



# Photography & Filming of Students Policy

## Purpose

Southern Independent Schools (SIS) recognises the common practice of photographs and video images being taken during sports events by Member Schools, Students, parents and, in some instances, the wider SIS Community.

SIS has prepared the following policy to guide Member Schools as to the appropriate process for taking & using photographs and films of students obtained at SIS Events.

## Scope

This policy applies to all Member School staff, volunteers, contractors, families, and students.

This Policy is made available via our public website.

## SIS Photography

SIS engages a suitably qualified photographer to capture images and/or film at SIS Events. Images and/or films taken by the photographer are distributed to SIS Member Schools by the SIS Committee. Distribution is limited to only SIS Member Schools. Publication of these images by Member Schools must follow the Permission to Publish requirements outlined below.

SIS will only use images or film where permission to publish has been obtained from any and all students captured within the image or film.

## Permission to Publish

All SIS Member Schools are expected to have appropriate policies and procedures in place to determine whether they are able to publish images or recordings of their students, and the extent of which they are able to do so (e.g. Internally or Externally).

Where a Member School seeks to use an image taken by the SIS engaged photographer/videographer and a student from another SIS Member School is identified it is the responsibility of the Member School to communicate with and obtain permission for use of that image from the relevant Member School.

Where an image or recording is shared with SIS by a Member School for the purpose of publishing SIS will assume that all necessary permissions to share the image or recording have been obtained for all students included within the image or recording

## Incidental Images & Recordings

It is expected that every reasonable effort be made to ensure that any student identifiable on any imagery and/or recording to obtain permission to publish as outlined above.

Where a student may not be the focus of the image or recording, but is still identifiable incidental to the primary purpose of the image or recording, permission to publish must still be obtained.

## Images for Management of Student Behaviours or Legal Obligations

On occasion it may be necessary for a Member School to photograph or film students when necessary 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).
- For identification purposes when necessary to implement discipline or behaviour management policies or the SIS Code of Conduct.

SIS does not require Member Schools to have consent to photograph or film students for these reasons. However, any images captured by a Member School for any of these purposes will only be used in a way that is reasonable and appropriate in the circumstances.

Member Schools' policies' with respect to Closed Circuit Television (CCTV) footage or similar may be sought for guidance.

## Parent/Guardian, Student & Invited Guests Photography & Filming

Parent/Guardians, students and invited guests of Member School's are permitted to photograph, film or record an SIS Event, unless expressly prohibited by a Member School's whose premises are in use for the Event.

SIS expects and requires Member Schools to communicate with their School Community that these images are for personal use and that they not be published in any form without the prior consent of the parents/guardians whose children appear in the images.

## Complaints or Concerns

If any person has concerns or complaints around the use of inappropriate images or inappropriate behaviour in obtaining images, please contact the SIS Executive Officer.

## Consultation

SIS consults with all member schools in the development of Policies and Procedures and welcomes feedback from students, parents or carers, or the wider SIS community.

## Review

This policy is to be reviewed, approved, and endorsed annually, as a minimum, by the SIS Committee.

Last Review: October 2023.

Approval: February Committee Meeting.

Next Review: October 2024.