

Photographing, Filming and Recording Policy

1. Introduction and Purpose

IQRA College students, staff and other adults may be photographed, filmed, or recorded while participating in curriculum-based activities, programs, and events. This is to recognise and celebrate achievements, showcase particular learning programs, document learning journeys and communicate with legal guardians ('Parents') and the school community through newsletters and other related methods.

IQRA College endeavours to respect the privacy and safety of all members of the School community and requests that Parents, students and invited guests do not photograph, film, or record school performances, sporting events and other curriculum-related activities and events without the prior consent of the School.

This policy ensures that the collection, use and disclosure of photographs, films, and recordings of students, staff and other adults in the School complies with relevant legislation and department policies.

2. Scope

This policy applies to photographing, filming, and recording students, staff, Parents and other adults and covers its collection, use and disclosure. It does not include the use of Closed-Circuit Television (CCTV) – refer to the '*Surveillance Devices Policy*'.

3. Consent

The type of consent required for staff and other adults to collect and use photographs, films or other recordings of them, and the type of consent required from Parents to collect and use student photographs, films or other recordings will depend on the specific circumstances.

3.1 Staff and other adults

If the photograph, film, or recording will be used for internal purposes like a staff presentation, verbal consent is sufficient. If used for external purposes like news media, a publication or on a public

website, written consent is recommended.

3.2 Students

General school collection and use

There are occasions and events where staff may photograph or film students participating in school related activities and events. These images are used for a variety of purposes including the newsletters, student identification and for educational and administrative purposes.

Upon enrolment, Parents give the School consent to use/not use any photographs or recordings of their child/ren for the specific reasons set out in this policy and the enrolment form. Parents can withdraw consent for their child to be photographed or filmed in these certain circumstances by contacting the administrative office (refer to the School's website for the contact details).

School Photographs

Every year, IQRA College will arrange for a photographer to take individual, class and/or teaching photographs that are later sold to Parents. A Consent Form and Collection Notice will be distributed to Parents prior to the photography session. Parents may choose to withdraw consent by contacting the administration office before the photographs are scheduled to be taken.

The table below sets out common occasions and the applicable consent requirements for each:

Purpose	Consent
Security pass or core school function	Not required
CCTV	Not required
Official school photographs	Written consent
Media (social media, website, newsletter etc.)	Written consent
Member of parliament visit	Written consent
Crowd or event setting	Not required

4. Additional Consent for Specific Reasons

4.1 Media

On occasions, the media may attend the School and 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. The School will ensure Parent consent is sought before allowing any student to be recorded by the media – consent provided upon enrolment is sufficient. *Note: The School does not own or control any photographs or recordings taken of students by the media.*

4.2 Member of parliament

On occasions, a Member of Parliament may visit the School, and the media or corporate staff may be present to photograph or video record during their visit. In such cases, consent will be sought by the Parents – consent provided upon enrolment is sufficient.

4.3 Crowd or event settings

Crowd shots that do not feature any particular individual do not need a signed consent from each person or their Parent. Opt-out consent may be used instead by adding information about intended photography and filming to event invitations and newsletters or having posters up at entrances to advise that a photographer is present.

In the event where Parents take photographs or recordings of crowds or performances, they may be reminded to discontinue to take photographs or recordings or to use and post the materials respectfully, in-line with the school-level policy.

5. Photographs and Copyright

If a photograph or video has been taken by someone outside the School, copyright permission may need to be gained to establish how that image or footage will be used in publications, on websites or social media. For further guidance, refer to the *Intellectual Property and Copyright Policy*.

6. Collection, use or disclosure

From time-to-time IQRA College may photograph, film or record students to use within the school community, including:

- the school's communication, learning and teaching tools (for example, emails, newsletters, classroom blogs or apps that can only be accessed by students, parents, or school staff)
- for display in school classrooms, on noticeboards etc.
- to support student's health and wellbeing (e.g., photographs of pencil grip to assist in OT assessments)

IQRA College will use student images reasonably, appropriately, and sensitively, to be consistent with the obligations under the Child Safe Standards and the School's Child Safe Policy. If at any time Parents or students have concerns about the use of any images, they should contact the administration office.

6.1 Managing student behaviour or fulfilling legal obligations

On occasions, it may be necessary for school staff to photograph, film or record students to fulfil legal obligations, including to take reasonable steps to reduce the risk of reasonably foreseeable harm to students' staff and visitors, to provide a safe and suitable workplace, and for identification purposes to implement discipline and/or behaviour management policies. For these purposes, IQRA College is not required to obtain consent from Parents or students to photograph, film or record.

7. Staff use of personal devices

School staff may use their own personal devices to capture images of students for reasonable and legitimate educational purposes. Staff will upload the images and recordings to the School's database server and delete the images from their device within seven days, starting from the day the image or recording has been taken.