

# Yalingbu Yirramboi – The Royal Children's Hospital School

## Photographing, Filming and Recording Students Policy



If you need help to understand the information in this policy, please contact (03) 9968 2500.

### PURPOSE

To explain to parents/carers:

- How Yalingbu Yirramboi – The Royal Children's Hospital School and Kindergarten (YYRCHSK) 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- How consent can be provided and withdrawn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 and disclosure of photographs, video and recordings of adults. [School staff should refer to the [Photographing, Filming and Recording Staff and Other Adults Policy \(PAL\)](#)]

### POLICY

There are many occasions during the school year where YYRCHSK staff photograph, film or record students participating in school activities or events using school-provided devices, for example: group learning, one-on-one education sessions, incursions and celebration events.

We do this for many reasons including to celebrate student participation and achievement, showcase learning programs, document a student's learning journey, incursions, events and to communicate with our parents/carers and school community. 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 YRCHSK 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 It also explains the circumstances in which we will seek parent/carer consent and how consent can be provided and withdrawn.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 Policy is provided with the YRCHSK Consent and Enrolment Form. This form applies to standard uses of images and videos for the time the child is in attendance at YRCHSK. 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. YRCHSK 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 administration team at YRCHSK:

- 03 9968 2500
- [Yrch@education.vic.gov.au](mailto:Yrch@education.vic.gov.au)

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
- YRCHSK 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

YRCHSK may photograph, film or record students to use within the physical school environment, including:

- For display in group learning classrooms (e.g. in displays of student work to celebrate achievements)
- Publish and/or exhibit work that is produced during hospital learning sessions (including artwork, films, songs and lyrics) as part of their teaching and learning program, or to produce learning resources.
- For display in cabinets across hospital wards within The Royal Children's Hospital.

## Image use within the school community

YRCHSK may photograph, film or record students to use within the school community, including:

- The school's online communication, learning and teaching tools (e.g., emails, MS Teams communications, or apps that can only be accessed by students, parents/carers and school staff with passwords.)

The Consent and Enrolment Form will be provided 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 YRCHSK website
- Work published in hard copy (e.g. in a book)

An alternative Photographing, Filming and Recording Students Consent Form will be given to parents/carers for anything out of the standard uses described above. YRCHSK will notify the parent/carer if we are considering using any images of your child for specific advertising or promotional purposes.

### Media

The Royal Children's Hospital Corporate Communications team 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 YRCHSK receives such requests, we 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 parent/carer consent in writing through an additional consent form.

Students will only be photographed, filmed or recorded by the media at school if 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, YRCHSK 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.

### 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, YRCHSK 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 parent/carer consent in writing through an additional consent form.

## Child Safe Standards

YRCHSK will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards and our school's (YRCHS - Child Safety Code of Conduct Policy).

If at any time parents/carers wish to withdraw their consent, they can by contacting the administration team at YRCHSK:

- 03 9968 2500
- [Yrch@education.vic.gov.au](mailto:Yrch@education.vic.gov.au)

## Curriculum-based activities

Photographs, film and recordings of student work may be collected and used for curriculum-based activities as part of standard learning and teaching practices. YRCHSK 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's work in this context.

## Professional development

Occasionally, teachers and classes may be recorded for professional development purposes to improve the delivery of educational services. YRCHSK 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 YRCHSK will be stored in our secure document storage systems with restricted access. Any photographs, videos or recordings made on devices, will be transferred to secure school systems and removed from the devices as soon as reasonably possible.

## FURTHER INFORMATION AND RESOURCES

- The department's Policy and Advisory Library: [Photographing, Filming and Recording Students](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2025
Approved by	Principal

Next scheduled review date

October 2026 - to ensure ongoing relevance and continuous improvement, this policy will be reviewed every 1-2 years thereafter.