

Photography, Video and Recording of Students



Help for non-English speakers.

If you need help to understand this policy, please contact the Head of Senior School or Head of Junior School.

Mentone Girls' Grammar acknowledges the Bunurong People of the South-Eastern Kulin Nations for their connection to land, sea and community, and for their custodianship of the land on which we live, learn and work. We pay our respects to their Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander people today.

Purpose

The purpose of a Photography, Video, and Recording of Students Policy is to ensure the protection, privacy, and safety of all students while balancing the educational, promotional, and community engagement needs of the School. This policy establishes clear guidelines on when and how images, videos, and recordings of students may be taken, stored, and shared, in compliance with relevant legislation.

Scope

This policy applies to all students enrolled at Mentone Girls' Grammar, as well as to staff, contractors, volunteers, parents, guardians, and visitors who may capture, access, or use images, videos, or audio recordings of students in any context connected to the School. It covers activities conducted both on and off School grounds, including classrooms, excursions, camps, sporting events, performances, and School-sanctioned functions.

The policy applies to the creation, storage, distribution, and publication of recordings, whether in print, digital, or online formats, including use on social media, the School website, newsletters, or promotional materials. It also encompasses both official school photography and videography, as well as informal recordings taken by community members, and outlines the circumstances under which consent is required, limitations on use, and the processes for managing, retaining, or removing content when necessary.

Specific regulations applicable to the Early Learning Centre are further detailed in related ELC policies that reflect the legislative requirements and sector regulations relevant to early childhood education. These additional policies provide greater clarity and guidance for staff, parents, and carers to ensure that the unique needs, protections, and compliance obligations of the ELC are met while maintaining alignment with the overarching school approach.

This policy does not include or cover the use of Closed-Circuit Television (CCTV).

Overview

The Photography, Video, and Recording of Students Policy outlines the School's practices for collecting, using, and disclosing images of students, in compliance with the *Privacy and Data Protection Act 2014 (Vic)*. It explains when parent/carer consent is required, the processes for providing or withdrawing consent, and the circumstances where consent may not be required.

For the purposes of this policy:

- **Use** refers to images shared or stored internally within the School for school-related purposes (e.g. ID photos and records in Consent2Go or Synergetic).
- **Disclosure** refers to images made available beyond staff, such as to students, parents/carers, or the broader School community.

Throughout the school year, staff may photograph, film, or record students engaged in learning activities, sporting events, productions, excursions, and camps. These images are used to celebrate student participation and achievement, showcase programs, document learning journeys, and communicate with families and the wider community through newsletters, official publications, and the School's social media platforms.

The School is committed to ensuring images are used in a reasonable, appropriate, and sensitive manner, consistent with our obligations under the Child Safe Standards, the School's Child Safety and Wellbeing Policy, Statement of Commitment to Child Safety, and Child Safety Code of Conduct. Parents/carers and students are encouraged to contact the Community Relations team if they have any concerns about image use.

Consent preferences are recorded via Consent2Go (from January 2026) and may be updated or withdrawn at any time.

Parents/carers should note that:

- Images already published in the public domain may not be able to be withdrawn.
- Whole-school or large-group events (e.g. productions, sports carnivals, presentation nights) may be recorded, and students participating may appear in these recordings, which may be shared with the School community.

Each year, the School also engages a professional photographer to take official school photographs, generally including both class and individual student photos. These may be purchased by parents/carers and are also used for school identification cards. Parents/carers are advised in advance of the photography schedule and may choose to opt out. There is no obligation to purchase these photographs.

Images for use and disclosure within the School community and ordinary School communications

From time to time, the School may photograph, film, or record students for purposes within the School community. This may include:

- use in the School's communication, learning, and teaching tools (such as emails, classroom blogs, or password-protected platforms like mConnect)
- display in classrooms or on noticeboards
- inclusion in the School newsletter (eNews)
- to support student health and wellbeing needs (for example, staff anaphylaxis briefings or photographs to assist with occupational therapy assessments)
- to capture and share School events.

These uses are intended to enhance learning, support student development, and strengthen community connections within a secure and controlled environment.



Images to be used or disclosed outside the School community

Photographs, video, or recordings of students may also be used by the School in materials accessible to the public, including on the School's website, official social media accounts, handbooks, and other School publications, as well as in external digital or print advertising. These uses are intended to celebrate student achievements, showcase school life, and promote the School community. Should the School wish to use an image of a student for advertising or promotional purposes beyond this general scope, families will be notified individually, and specific consent will be sought prior to publication via annual consent preferences.

Media

From time to time, the media may request permission to publish photographs or video of students in connection with a School event or news story. This may include coverage by broadcast outlets, online or social media platforms, or print publications such as newspapers and magazines. In these circumstances, the School takes additional care to protect the rights and privacy of students and their families. The School will always provide parents/carers with details about the media organisation involved, along with when and for what purpose the photography, filming, or recording will occur. Prior to any participation, the School will check the consent preferences via Consent2Go (from January 2026) to ensure express parent/carer consent has been granted for that specific media request. Students will only be photographed, filmed, or recorded by the media if this consent is confirmed. It is important to note that the School does not own or control any images, video, or recordings taken by external media organisations.

School performances, sporting events and other school approved activities

The School may, at its discretion, permit parents/carers, students, and invited guests to photograph, film, or record their own child during specific School-approved activities such as performances, sporting events, or other designated occasions. Clear guidance regarding permissions will always be communicated in advance of these events. The School strongly emphasises that any images or recordings captured must be for personal use only and must not be shared or published in any form—including on social media—without the express knowledge and consent of the parents/carers of any other students who may also appear in the images. This requirement is in place to respect the privacy of all students and families and to uphold the School's duty of care.

Note: This discretion is not applicable to Early Learning Centre students and/or any School-approved activities where Early Learning Centre students are present.

Images to manage student behaviour or fulfil our school's legal obligations

On occasion, it may be necessary for School staff to photograph, film, or record students without seeking prior consent. This occurs only where required to meet the School's legal obligations, including:

- Taking reasonable steps to reduce the risk of foreseeable harm to students, staff, and visitors (duty of care).
- Providing and maintaining a safe and suitable workplace in compliance with occupational health and safety laws.
- Supporting identification needs when necessary to implement discipline and/or behaviour management policies.

In such circumstances, the School is not required to obtain parent/carer or student consent. However, any images captured will be collected and used strictly in ways that are reasonable, appropriate, and proportionate to the situation, ensuring that student rights and wellbeing remain a priority.



Staff use of personal devices

The School's preference is for staff to use Mentone Girls' Grammar owned devices when capturing images or recordings of students, as this provides greater security and consistency in managing student information. However, it is recognised that on occasion, staff may need to use their own personal devices for reasonable and legitimate educational purposes. In such instances, staff are required to forward the images directly to the School without delay and ensure that all images are deleted from their personal device as soon as practicable after capture, to protect student privacy and uphold school policy.

NOTE: Staff are not permitted to use their own personal device to take images or video of and/or when working directly with or in the presence of Early Learning Centre students.

Consent

Consent for photography and video is reviewed and updated annually through the school's Consent2Go platform (from January 2026). This process ensures that parents and guardians have the opportunity each year to confirm or amend their preferences regarding the use of their child's images and recordings. By using this platform, the school maintains accurate, up-to-date records of consent, providing clarity for staff and ensuring compliance with privacy obligations and school policy.

Governance

Policy Number	POL_STU_PHOTO_I		
Policy Owner	Principal	Policy Approver	SMT
Approval Date	September 2025	Next Review	September 2027
Review frequency	Every 2 years		
Related Resources	<ul style="list-style-type: none"> • Child Safety and Wellbeing Policy • Child Safety and Wellbeing Code of Conduct • Staff Professional Boundaries Policy • Privacy Act • Records Management Policy • Safe Use of Digital Technologies and Online Environments Policy - ELC • Privacy and Confidentiality Policy - ELC • eSafety Policy - ELC 		
Policy Management	This policy is administered by the Principal		