

Photographing, Filming and Classroom Recording Policy

Classification: Operational



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Review and Responsibility

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V1	02/09/2020	Policy Accepted
V2	29/05/2025	Reviewed and updated

1. Policy Statement

Grace Christian School recognises the value of photography, filming, and classroom recordings as tools to document student achievement, celebrate success, support professional development, and enhance teaching and learning practices. This policy ensures such media is used responsibly, ethically, and in alignment with the school's duty of care and privacy obligations.

2. Rationale

Grace Christian School is committed to safeguarding and promoting the safety, welfare and wellbeing of children and young people and expects all staff, volunteers and visitors to share this commitment.

This policy aims to safeguard the wellbeing and privacy of all students and staff while enabling the beneficial use of images and recordings. It aligns with the Privacy Act 1988 (WA) and the Department of Education and Training (DET) guidelines. It applies to all staff, students, parents/guardians, volunteers, contractors, and visitors who may be involved in taking or using photographs, videos, or digital recordings at or related to Grace Christian School.

3. Implementation

Photographing / Videoing Students and Their Classroom Work for School Purposes

On occasion, staff members or school-appointed photographers may take photographs or video recordings of students in their classroom environment or on school grounds for use in the following contexts:

- A class learning environment
- The school's learning and teaching platforms
- The school's publicly available website and social media accounts
- Promotional material for the school, including pamphlets and public advertisements
- The newsletter and other communications to the community and public

Staff members at Grace Christian School will only photograph or video students for these purposes (or for other incidental purposes related to classroom activities) after prior parent consent has been obtained.

Consent is collected at the time of the child's enrolment. Parents must notify the school in writing if they wish to withdraw consent for their child to be photographed or filmed.

Images of children under the care of the Department of Communities - Child Protection and Family Services (CPFS) are not to be published unless written permission is obtained from both CPFS and the carer.

Annual School Photographs

Each year, Grace Christian School arranges for a professional photographic company to take official school photographs of students. This generally includes whole class photos, individual portraits, and group photos. Official school photographs may be purchased by parents/guardians, used for school or student identification purposes, and are securely stored on the school server.

External Media

Grace Christian School will only permit external media organisations to photograph or video students with prior parent or guardian consent. Should this occur, parents will be notified in advance of the date and purpose of the event.

Note: The school does not own or control any photographs or video footage taken by external media under these circumstances

School performances, sporting events and other school approved activities

Grace Christian School invites parents/guardians to photograph or film only their own child/ren during school events such as sporting competitions, assemblies, community songs, end-of-year concerts, and other school-approved activities.

Parents/guardians are not permitted to photograph or film other students or to upload images or videos of other students to social media platforms.

Staff use of personal devices

Grace Christian School staff may use their own personal devices to capture images of students for reasonable and legitimate educational purposes. In such cases, staff are expected to upload the images to the designated photo folders in SharePoint and delete the images from their personal devices within four weeks of the date they were taken.

Student use of personal devices

Grace Christian School students may capture images or video of other students for school-related or class project purposes only. The student taking the photographs or video must obtain permission from the other student(s), and the classroom teacher must be informed and aware of the activity.

Students are not permitted to upload images or videos of other students to any social media platforms (e.g., Facebook, Instagram, YouTube) without the explicit consent of the student(s) involved.

Students will be required to delete any photos or videos involving other students upon completion of the school or class-related project.

Classroom Camera Use for Teacher Development and Student Observation

From time to time, Grace Christian School may use video and audio recordings within classrooms to support teacher development, reflective practice, and to observe student engagement for educational support purposes. These recordings are for professional growth and enhancing student learning outcomes. Cameras will be placed unobtrusively, and all recordings will be securely stored and accessed only by authorised staff. Recordings will be retained for no longer than 12 months, unless further permission is obtained for continued educational use.

Security Camera Usage

Grace Christian School utilises security cameras throughout the school grounds to support the safety and security of students, staff, and visitors, and to protect school property. These cameras are located in common areas such as corridors, entry points, and external grounds, and are not installed in private areas such as bathrooms or change rooms. Footage is recorded and stored securely, with access restricted to authorised personnel only. Recordings are used solely for security, safety, and risk management purposes, including reviewing student behaviour when incidents arise.