



Photography Policy

2024

1. Introduction

The Jasper Road Public School Parents and Citizens Association (P&C) is committed to providing a safe and supportive environment for all children participating in its activities and programs. This Photography Policy relates to the taking of photos at P&C run events.

2. Policy Statement

The P&C Association is committed to ensuring the responsible and respectful use of photography during its events and activities. We recognise the importance of capturing moments that showcase the vibrancy and spirit of our school community while also prioritising the protection of student identities and privacy. Through this photography policy, we affirm our dedication to:

- a. **Respectful Capture:** We will ensure that photography during P&C Association events is conducted in a manner that respects the dignity and privacy of all individuals, particularly students. Photographers will exercise sensitivity and discretion when capturing images, avoiding intrusive or inappropriate photography.
- b. **Informed Consent:** We obtain appropriate consent for the use of photographs, particularly those featuring identifiable images of students; via the Annual General Permission Note submitted to JRPS each year, for each student. In this permission note from the school parents or guardians will be provided with clear information regarding the purpose of photography and their rights to opt-out or provide specific instructions regarding the use of their child's images.
- c. **Purposeful Sharing:** We will use photographs taken during P&C Association events for purposes aligned with our mission of enhancing the school environment, supporting students, and fostering community engagement. These images may be shared within the school community, used to document event set up and progress, used for promotional materials, and posted on social media platforms to celebrate achievements and promote upcoming events.
- d. **Transparent Communication:** We will communicate our photography policy clearly and transparently to all stakeholders, including members, volunteers, event attendees, and the broader school community. Any updates or revisions to the policy will be communicated promptly to ensure awareness and compliance.
- e. **Continuous Improvement:** We are committed to continuously reviewing and improving our photography practices to ensure they remain in line with best practices, regulatory requirements, and community expectations. Feedback from stakeholders will be valued and considered in the ongoing development of our photography policy.

Through adherence to these principles, the P&C Association reaffirms its commitment to fostering a safe, inclusive, and respectful environment where all members of the school community can participate and thrive.

3. Frequency of Events

The P&C Association organises events or activities approximately 2-4 times per term, including but not limited to discos, Mother's Day stalls, Father's Day stalls, in-school hours events, and community events outside of school hours.

4. Authorised Photographers

Only approved P&C Executive (Elected) Members or designated proxy photographers may take photographs during P&C Association events. The Executive member (or proxy) must have read and agreed to this *JRPS P&C Photography Policy* and the *JRPS P&C Photography Protocol*. Both these documents must be understood and agreed to in full; compliance is recorded by everyone signing the P&C Photographer agreement which is then recorded in the P&C Photographer Register. Only Executives (and proxies) who have signed this document may take on the role of official photographer at any P&C Event – in the case of no individual on the Photographers Register being present at the event then NO images of the event should be taken.

Any individual on the P&C Photographers Registry needs to be fully aware of and follow the processes as outlined in this document and *The JRPS P&C Photography Protocol*. The Photographer Agreement and registry should be re-signed each calendar year.

Any individual who agrees to take on the role as official P&C photographer and join the registry should read and agree to this policy, the P&C Photography Protocol and signed the P&C Photographer Agreement (annually). The register should be kept and updated annually by the P&C Secretary – all individuals on the registry should be updated with any changes to this policy and *The JRPS P&C Photography Protocol* as any changes occur.

4. Guidelines for Photography

- a. **Act as a Representative of JRPS P&C Association:** At any event the official P&C Photographer recognises that their behaviour and actions may be seen by the public and school community as a reflection of the JRPS P&C, and as such they should always act within accordance with this document as well as the general mission and aims of the JRPS P&C.
- b. **Protection of Student Identities:** All identifiable images of students must be checked and approved by the school to ensure compliance with parental permissions for the use of student images in social media and promotional materials.

- c. **Security of images collected:** All images taken/collected at a P&C Event, by an authorised P&C Photographer remain the property of the JRPS P&C; and as such NO images taken at events with students in the image are to remain on the individual's device/s once confirmed as received by the P&C. Under no circumstances should images with any student/minor be distributed elsewhere or shared with other individuals or on social media. Images should be sent (following *The JRPS P&C Photography Protocol*) no later than 2 days following an event.
- d. **Student Consent Procedure:** Photography consent for students is obtained through the general permission note completed by parents at the beginning of each school year via the school. Parents can opt-out or provide specific instructions regarding the use of photographs featuring their children.
- e. **Usage of Photographs:** Photographs taken during P&C Association events may be used for promotional purposes, shared within the school community, and posted on social media platforms, ensuring they align with the purposes of the P&C Association and respect student privacy.
- f. **Communication and Enforcement:** The P&C Association will communicate the photography policy to all members, volunteers, and event attendees through various channels, including but not limited to event announcements, newsletters, and signage. Regular reminders about the policy's importance and adherence will be provided to maintain awareness and compliance.

5. Who can the official photographer/s take photos of?

Photos can be taken of:

- a. **Adult volunteers** who give their approval to be photographed when they sign in at the start of their shift. The volunteer sign on sheet has a section to be completed which provides permission (either to opt-in or opt-out). All P&C Photographers tasked with taking photos should refer to the sign on sheet before taking and publishing photos. Staff volunteers should also have their verbal consent requested before taking photos.
- b. **Students attending events:**
 - i. Photos of students/groups at events can be taken however cannot be published until approved by the JRPS Executive (see notes below).
 - ii. Always ask the students permission to take the photo (however note that this does not give us permission to publish and is a courtesy only).
- c. **Parents and General Public Attending Events:** Always ask for permission before taking an adult's photo. Explain that photos will be used for promotional purposes which may include social media and posters. In a group setting (such as movie night) advise the attendees that photos will be taken and if they would prefer not to be photographed to cover their faces or look away. If consent is unable to be attained then, faces of adults should be concealed/blurred so not to be recognisable.
- d. **General photos of the event** can be taken however please be mindful to not show personal information (for example, if taking a photo of the Hall before the disco ensure that there is nothing that shows students names visible in the photo)

6. Approval of Photos for Publication

All photos taken of students are to be sent to the JRPS (School) Executive team for approval before publishing or sharing in any way platform. If the images were collected on a private device (ie. Personal phone) ALL images with any student/minor should be deleted from the private device within 2 days of the event - once they have been sent to and confirmed to have been received by the JRPS P&C Office-bearers (following the current *JRPS P&C Photography Protocol*). Photographs then need to be approved by Jasper Road Public School before being used by the P&C – also following the current *JRPS P&C Photography Protocol* - and any non-approved images will be permanently removed/deleted. The resultant approved images can be then used in the following approved ways (see next section)

7. Where and How Photos can be used

Approved photos can be used in:

- Social media posts from official JRPS P&C Association accounts (only)
- On JRPS P&C advertising materials such as flyers and posters
- The official JRPS P&C Association website
- JRPS Newsletter articles
- Photos of events and volunteers (but not students) may be used on P&C signs, banners and other reuseable materials.

8. Reporting and Responding to Concerns

The P&C Association is dedicated to promptly addressing any concerns or issues related to photography that may arise during its events or activities. We recognise the importance of creating a safe and respectful environment for all members of the school community and are committed to taking appropriate action to address any concerns raised. To facilitate the reporting and response process, the following procedures will be followed:

- a. **Reporting Mechanism:** Any individual who has a concern or complaint regarding photography during P&C Association events is encouraged to report it to a designated P&C Executive Member or event organiser. Reports can be made in person, via email, or through other communication channels provided by the P&C Association.
- b. **Confidentiality:** All reports of concerns or complaints related to photography will be treated with the utmost confidentiality. Information regarding the identity of the reporting individual and any involved parties will be handled sensitively and disclosed only to those directly involved in addressing the issue.
- c. **Investigation:** Upon receiving a report of a concern or complaint, the P&C Association will promptly initiate an investigation to gather relevant information and assess the nature and severity of the issue. This may involve consulting with the individuals involved, reviewing photographic evidence, and seeking input from other stakeholders as necessary.

- d. **Response:** Based on the findings of the investigation, the P&C Association will take appropriate action to address the concern or complaint in accordance with the principles outlined in this photography policy. This may include removing or restricting the use of specific photographs, providing additional guidance to photographers, or implementing corrective measures to prevent similar incidents from occurring in the future.
- e. **Communication:** The P&C Association will communicate the outcome of the investigation and any actions taken to address the concern or complaint to the reporting individual and any other relevant stakeholders. Transparent communication will be maintained throughout the process to ensure accountability and trust within the school community.

9. Review and Monitoring

- a. This Photography Policy will be regularly reviewed and updated to ensure it remains current and aligned with the laws and regulations of NSW, Australia; and any policies of Jasper Road Public School. It will be reviewed at least once every three (3) years or as required by any changes in legislation or best practices.
- b. The Jasper Road Public School P&C Association will establish mechanisms to monitor the implementation and effectiveness of this policy, including regular audits, feedback from staff, volunteers, and parents, and any reported incidents or concerns. Any identified gaps or areas for improvement will be addressed promptly.
- c. Note: The related documentation of the *JRPS P&C Photography Protocol* will also be regularly reviewed and updated to ensure it remains current and aligned with the laws and regulations of NSW, Australia; and any policies and requirement of Jasper Road Public School. It will be reviewed at least once per year or as required by any changes in legislation or best practices or as requested by Jasper Road Public School.

10. Communication and Awareness

This Photography Policy will be readily available to all staff members, volunteers, and P&C members, accessible through the school's website, intranet, or other appropriate channels.

11. Conclusion

By adhering to this photography policy, the P&C Association aims to promote responsible photography practices, protect student identities and privacy, and foster a sense of community engagement, community collaboration and safety within the school community.

As adopted by the *Jasper Road Public School* P&C Association General Meeting, Monday 17th June 2024.

Signed President: Sarah Bramley 17/06/2024

Witnessed Secretary: Davina Harris 17/06/2024