

## Policy Statement

Youth Inc. is committed to keeping the children and young people in its care safe, in order to ensure that all students thrive and reach their potential. The School also values the encouragement of its students and the community by sharing, from time to time, the work and participation of students in the School. Further, the School values sharing real life experiences of its operation with the public, to ensure that prospective students and partners get an accurate view of the achievements of the students.

To this end, photographs and videos of students of Youth Inc. will be taken from time to time. All students (and legal guardians of those under 18 at time of enrolment) will be explained this policy and the potential uses for their images by the School, and asked to give consent for their use. The use of their images will be restricted to those outlined in this policy. The School also will ensure that the images are protected from misuse by both those within the School, and those outside the School.

## Definition

Image(s) any physical or digital representation of a person, in any form, including still and moving. Includes any representation that has been digitally manipulated.

## Consent to take and use images

All students will be photographed or have videos taken of them whilst participating in learning activities at the School. Sometimes, this will be specifically for assessment, and at other times, it may be incidental to the capturing of an event or activity.

However, a student or their parent/guardian if they are under 18 years of age, has the right to refuse consent to the use of their image in the public environment. To this end, when a student has been accepted for enrolment at Youth Inc., they, or their parent/guardian if they are under 18, will be made aware of this policy and its implications for the use of their images by the School. Part of the Enrolment Package will be to give written consent to take and use images of them/their child.

Should consent not be given by the student or their parent/guardian if they are under 18, all members of staff are informed and any images for public use are scrutinised to ensure that the student does not appear in them. If permission is withdrawn by a student or their parent/guardian at any point during a student's enrolment at the School, any images of them will be removed from public use.

## Storage of images

All images taken of students will be stored on the internal servers of the School. They will not be stored on any portable device, other than in the circumstances set out in this policy.

All images of students are retained on site at all times unless arrangements have been made otherwise (for example, a professional photographer is used, or images are sent to a printing company). Any member of staff who needs to take images of students off site for work purposes is to ensure that they are appropriate protected during transportation or electronic delivery.

The Principal will ensure that all photographs are permanently wiped from computer hard and portable drives or other relevant devices once the images are no longer of use.

## **Staff use of personal devices to take images of Students**

Staff should use the school cameras and devices to take images. However, in cases where this is not possible, and staff wish to capture a moment, staff must upload all images to the internal School server within 24 hours, and then wipe the data from their personal devices immediately.

## **Use of images in the Public Domain**

Students images may be used for social media and advertising purposes for the School, including on the website, social media platforms, printed materials and signage. Student images that are to be used in the public domain are carefully selected. Students' full names are never given in association with images used in the public domain. A student's image may be continued to be used after they are no longer enrolled in the School.

If the media wishes to use a School image of a student, only pre-agreed personal information (e.g. first names only) will be published alongside images and videos. No authorisation will be given to unscheduled visits by the press under any circumstances.

## **Use of a professional photographer or videographer to take Images**

Professional photographers or videographers who are engaged to record any events will not be given permission to use the images taken for any purpose or videographers. All images will become the property of the School and will not be retained by the photographer or videographer.

Any photographer or videographer used by the School will need to provide a Police Check in advance of their engagement with students. It will also be ensured by staff that they do not have unsupervised access to students.

Any photographer videographers who does not, or will not agree to, comply with this policy will not be engaged by the School.

## **Images taken by Students of other Students and Staff**

It is acknowledged that students will use their personal devices in the School environment to take images of themselves and others. Youth Inc. encourages, and requires, the respectful use of these images by our students.

Ways to ensure that you are respectfully using images taken of others

- Ensure that you have their permission to take their image
- If you are wanting to publish the image, make sure you have their permission
- Make sure you only publish the image in the way that you have gained permission to do so
- If a person asks you to not take their image, do not
- If a person asks you to delete their image, ensure that you do so immediately

### **Important note**

If you are under the age of 17 and someone has taken a nude photo or film of you or a photo or film of you doing something sexual this can be considered a crime. Creating nude or sexual photos or videos or publishing or sending to others sexual material of a child under 17 is a crime. Even possessing sexual material of a person under 17 is a crime and carries a maximum penalty of 7 years in prison, and this is even if you are willingly sent the image.

Any breach of this will be dealt with under the School's *Student Misconduct Policy and Procedure*.

Please also see the School's *Social Media Policy and Procedure*.