

Photography and Videography Policy

1. Purpose

This policy outlines the expectations, authorisation processes, and restrictions regarding the capturing, recording, and distribution of images, video, and interviews involving learners at **Constantiaberg Pre-Primary School**. The safety, dignity, and rights of children must always take precedence over all media or research interests.

2. Scope

This policy applies to all individuals and organisations, including staff, volunteers, media personnel, researchers, parents, visitors, and external contractors who may wish to photograph, film, or interview learners affiliated with **Constantiaberg Pre-Primary School**. It also applies to all images or videos taken on personal devices such as cell phones.

3. Policy Statement

Constantiaberg Pre-Primary School is a photography- and videography-restricted campus.

Policy Provisions

1. Authorisation Process

- o The application must include details such as objectives, locations, target participants, personnel involved, and plans for storage and use of captured data.
- o All external participants must be cleared and approved by the school
- o All external participants must be accompanied by a staff member.

2. Consent Requirements

- o No image or interview may be captured without signed consent from the child's parent or legal guardian.
- o Blanket consent obtained at enrolment does not replace the need for event-specific consent when individual or focused images are captured

3. Oversight and Review

- o The DSO has the right to review any photographs, recordings, or content before and after they are captured.
- o The DSO may deny approval, require changes, or prohibit the use of any material if it is deemed to infringe on a learner's rights or safety.
- o The DSO must complete and sign the **Photography Consent by Designated Safeguarding Officer Form** before any activity begins.

4. Privacy-Protected Areas

- o Violation of this policy in toilets, changing rooms, bathrooms or any other area designated for private use will be considered a major transgression and will be dealt with as such.

5. Usage Restrictions

- o Approved images or recordings must only be used in positive, non-exploitative contexts that pose no harm to learners or the school.
- o Any media that misrepresents, embarrasses, or exploits learners is strictly prohibited.
- o Raw data must be securely stored and disposed of responsibly after the intended purpose is complete.

6. Campus Expectations

- o Staff, learners, parents, and visitors are reminded that the entire campus is designated as a restricted area for photography and videography unless explicitly authorised.
- o This restriction includes photographs or videos taken with personal devices such as cell phones.
- o Any person observed capturing images or video without permission may be asked to delete them or may be subject to disciplinary measures or removal from the premises.
- o DSOs who receive allegations that photographs or videos have been taken without permission are authorised to request access to the alleged perpetrator's phone or device.
- o DSOs may require the deletion of any images or videos they deem to breach safeguarding protocols.
- o If unauthorised images are suspected, the DSO may request voluntary access to the device. If refused, safeguarding concerns may be escalated to law enforcement and may result in the individual being asked to vacate the school premises.

7. Parent and Guardian Participation

- o Parents are required to sign the Parent/Guardian Consent form for individual consent for specific events at the start of each school year.

Review and Enforcement

This policy will be reviewed annually or upon changes to safeguarding legislation. Any violations of this policy will be addressed through the school's disciplinary procedures and may involve law enforcement if warranted.