

SECTION 4.3.2: PHOTOGRAPHY, FILM AND RECORDING POLICY

The Australian Ballet School

RESPONSIBLE: Audit, Risk and Compliance Committee (ARCC)

VERSION 1 APPROVED BY THE BOARD: April 2020

LATEST VERSION: June 2023

REVIEW DATE: June 2026 (or earlier depending on regulatory or organisational requirements)

POLICY ACCESS LOCATION: Staff Portal and Student Portal

1. PURPOSE

The purpose of this policy is two-fold. First, The Australian Ballet School (School) is committed to ensuring the collection and use of student photographs and/or films and other recordings protects the personal information of the individual, respects the individual's right to control how and for what purposes their personal information is used and complies with the relevant legislation.

Second, this policy provides guidelines to manage potentially offensive material and themes and ensure the content and resources for course study are age and stage of development appropriate for students while fulfilling the curriculum requirements.

Related Policies: This policy should be read in conjunction with the Privacy Policy (4.1), ICT and Cyber Security (4.3.3) and Social Media Policy (3.1.2).

2. WHO DOES THIS POLICY APPLY TO

The policy applies to all members of the School Community.

3. POLICY

3.1 Photographing and Filming of Students:

As part of a student's participation in the life of the School, they may be approached from time to time to participate in media interviews, photos or filming as part of promotional activities of the School and where applicable The Australian Ballet. All School media and promotional activities are overseen by the School's Director of Development and team. Students are accompanied at all times by a Staff Member when participating in media or promotional activities. While editorial approval is not always guaranteed, the School works to present its activities and students in the best possible light. If a parent/guardian does not wish a student under 18 years to appear in any media or promotional activities for the School and/or The Australian Ballet then they need to provide their request in writing and email to: ask@australianballetschool.com.au. See: Privacy Policy (4.1).

In line with Child Safe policies, students must always feel safe and comfortable in the composition of the photo and the attire they are wearing. This decision can be made by the student together with the Staff Member.

The School must ensure only professional photographers and (accredited) film professionals are engaged by the School. They are required to sign a Confidentiality Agreement, including a provision

on appropriate publication procedures and protocols and an agreement assigning all copyright to the School, prior to being permitted to undertake any photography, filming, recording or related activities.

Official school photos are undertaken during term 1 of each year under contractual arrangements with an accredited professional photographic organisation. Parents/carers are advised in advance and provided with the appropriate administration documents and information in relation to the process and protocols to be undertaken.

Parents/carers, students and visitors are not permitted to photograph, film or record performances or other School Activities. The exceptions are a crowd photo which does not depict any particular individual or a photo taken by a family member/carer or visitor solely of the student performing or on graduation day. Such (excepted) material is for private use and must not be posted or published on social media or any other interactive platforms.

To assist with tuition and training, teaching staff are permitted to film students as part of the assessment process.

3.2 Management of Offensive material and themes:

The School aims to provide challenging and stimulating teaching and learning resources that meet the required curriculum. Teachers, in consultation with The Director of the School (Director) and being cognizant of the wider curriculum requirements at different levels within the School, need to recognise:

- Their professional responsibility when selecting material and themes appropriate for the particular year-level;
- Students with parents from different ethnic, religious, social or cultural backgrounds must be given the opportunity to have access to alternative material if they have a strong belief;
- They are not to act as a censor.

In line with guidelines outlined by the Department of Education and Training (DET), the following will be taken into consideration when decisions are being made with respect to the suitability of curriculum resources:

- Words, behaviours, images or themes in terms of the standards of morality and suitability generally accepted by reasonable adults;
- The impact of words, behaviours, images or themes on parents/carers of the students and persons of different ethnic, cultural religious backgrounds;
- The intention of the author(s) and the general intention of the material;
- The context of words, behaviours, images or themes;
- The literary, artistic or educational merit (if any) of the material;
- Film, television or computer game age group classifications must be followed. X and R rated material must not be used at the School. Parental permission must be obtained for students under 15 years to view or use M or MA 15+ materials.

PROCEDURES

After identifying material to be included in the curriculum, there may be concerns raised by the Director or other Staff Members at the School regarding the potential to offend a group or individual. In these circumstances, it is highly recommended that such material should not be used. In the event further consultation is sought, parents/carers will be informed about the nature of the material and

where appropriate the rating advice. Permission to show or distribute this material will be sought from the parent/carer.

As part of the introduction and background of using such material, teachers will outline the context in which it is being used to students and offer guidance on how to manage any material they may find difficult.

If the Director has any concerns as to the educational validity of the material or theme, they may seek the opinion of the Audit, Risk and Compliance Committee (ARCC) or Board.

4.1 Repost on the School's Social Media sites:

From time to time, the School reposts relevant information on its social media accounts. Reposted items must align with the School's development, marketing and communications strategies, and never conflict with current sponsorship or funding agreements or the School's own income generation campaigns (e.g., ticket sales, fundraising campaigns).

There may be occasions when the School would like to celebrate the success of a member of the School's alumni via the School's social media platform. To ensure the appropriate privacy of the individual is respected the following guidelines are to be followed:

- Only repost information, photographs and recordings that are already published in the public arena;
- Check the source of the information; for example, was this from an email sent directly to a Staff Member;
- Check with the individual alumni member whether they consent.

3.2 Using Photographs and film for commemorative purposes:

Photographs and film may be used by the School for commemorative purposes. It may not always be possible to seek retrospective consent for photographs already held by the School. Retrospective consent is not always possible, nevertheless, ethical consideration and risk assessment will always be applied, along with the documentation of the decisions associated with a commemorative project.