



Use of Photographs and Video Policy

October 2018	Revised Policy	Date of Next Review Oct 2021
Reviewed September 2021	Section 5 amended re Mobile Phones	Date of Next Review September 2024

1 Introduction

- 1.1 There are many occasions on which it is a good thing to make use of photographs and video images that include children. This is perfectly proper and to be encouraged. However, our school will do all it can to ensure that images are used properly, and that, as in all matters, risks are minimised, and our children kept safe and secure, whether at school or elsewhere. The aim of this policy is to establish the right balance between the proper use of technology and the safety of our children at all times.
- 1.2 All photographs and video images of children and staff alike are classified as personal data. This means that no image can be used for display or for school publicity etc., unless consent is given by or on behalf of the individual concerned.

2 Parental permission

- 2.1 All parents and carers will be asked to sign a consent form allowing their child to be photographed or videoed while taking part in school activities, and for the image to be used within the school. This form will be given to the parents or guardians of all children joining the school. This 'rolling' consent will allow the school to take pictures of pupils engaged in educational activities such as sports events, drama productions, field trips, etc. These pictures will be used internally and where consent is given, on our school website and social media. Where parents or carers do not give their consent, then the children concerned will not have pictures taken of them.
- 2.2 All pictures taken will be appropriate, and will show children properly clothed for the activity they are engaged in. The school will do all it can to ensure that due sensitivity is shown in the choice and composition of these images.

3 School performances

- 3.1 We will allow video and photographic recordings of all school performances, as long as the parents or guardians of the children involved have given their consent. They are explicitly told not to post any photographs or videos on any social networking site that shows any children other than their own. See Appendix 1 – this appendix note will be placed on seats for school productions to inform parents/carers/visitors of the policy.
- 3.2 The school will observe the way in which video recordings are made, and photographs taken, during performances, and will withdraw the right of anyone to bring a camera of any sort if they are felt to be making inappropriate images. For example, photography is forbidden in changing rooms or 'backstage' during school productions.

4 The Internet

- 4.1 Only appropriate images will be used on the school website, and children will not be identified by their name or address on the school website. Photographs/videos will only be put on where permission has been given by the parent/carer with parental responsibility for that child.

5 Mobile phones

- 5.1 Children in Year 5 and Year 6 are allowed to bring mobile phones to school when we have parental consent for them to do so. These mobile phones are locked in a teacher's drawer/cupboard during the day and given back to the pupils at the end of the day. Adults may bring mobile phones, but must not use them to take pictures of children unless in performances and in line with this policy.

6 Use of digital cameras / iPads

- 6.1 There are many ways in which the use of digital images is valuable for children's learning. For example, they may be used in art work or geography or science fieldwork.
- 6.2 Images will be made only as appropriate for school-related activities.
- 6.3 Children will be taught how to take pictures and they will be supervised by an adult when they have access to a digital camera / ipad.

7 Media publications

- 7.1 Sometimes, local or national media visit the school to follow up a news story. This is often to do with a notable achievement by a child or a group of children from the school. For example, a sports team may have won a regional competition, or the school may have raised money for a charity whose representative wants to receive the donation in person. In this situation, where children's images might be made public, the school will inform parents and carers of the event in advance, and allow them to withdraw their child from the event if they so wish. Newspapers normally ask for the names of the children to go alongside the photographs; if parents or carers do not wish this to happen, then the school will not allow the individual to be photographed or filmed by the media concerned. Full names will only be given for publication in the newspaper, not on the media's website; for this purpose only first names will be provided.

8 Monitoring

- 8.1 This policy will be monitored by the governing body and revised as appropriate, and not more than three years from the date of its adoption. Any incidents of concern relating to this policy will be referred to the Chair of Governors by the headteacher.

APPENDIX 1

'Use your camera and video courteously'

A guide for parents who wish to use photography and/or video a school event

Generally photographs and videos for school and family use are a source of innocent pleasure and pride, which can make children, young people and their families feel good about themselves. By following some simple guidelines we can proceed safely and with regard to the law.

- Remember that parents/carers and others, attend school events at the invitation of the head and governors.
- The head and governors have the responsibility to decide if photography and videoing of school performances is permitted.
- The head and governors have the responsibility to decide the conditions that will apply so that children are kept safe and that the performance is not disrupted and children and staff not distracted.
- Parents and carers can use photographs and videos taken at a school event for their own personal use only. Such photos and videos must not be sold and must not be put on the web/interne/social media. To do so would likely break Data Protection legislation.
- Recording or/photographing other than for your own private use would require the consent of all the other parents whose children may be included in the images.
- Parents and carers must follow guidance from staff as to when photography and videoing is permitted and where to stand in order to minimise disruption to the activity.
- Parents and carers must not photograph or video children changing for performances or events.
- If you are accompanied or represented by people that school staff do not recognise they may need to check who they are, if they are using a camera or video recorder.
- Remember that for images taken on mobiles phones the same rules apply as for other photography, you should recognise that any pictures taken are for personal use only.