



## **St Andrew's Church of England Primary School**

### **Photography in School Policy**

#### **The reason for this Policy**

The School and Governors recognise their responsibility to respect children and parents / carers right to privacy. This policy is to ensure that these rights and the risk of any child protection issues are minimised.

#### **Data Protection**

Photographs and video images of pupils and staff are classed as personal data under the Data Protection Act 2004 and the guidance issued by Information Commissionaires Office in October 2007.

The Governors and school do recognise that photographs taken for official school uses may be covered by the Act and pupils and parent should aware of this fact.

#### **Child Protection**

The safeguarding and protection of all our pupils is of paramount importance in everything we do. The Governors and School recognise there may be a child protection risk when individual children can be identified in photographs and videos. The procedures set out in this policy seek to minimise this risk

#### **Parent Permission**

At the start of school or when a pupil joins the school, all parents and carers are asked to sign a consent form allowing their children to be photographed or videoed whilst taking part in normal school activities. This consent will permit the school to take and use such images in school, on the school website, in press articles promoting the school and other promotional material the school may produce at any time. It will permit the school to take appropriate photographs and videos of pupils as events such as performance, on school educational or social trips, at sports day, at general sport activities and at festivals or church events.

The school will use such images in an appropriate manner and will take all steps to ensure they are in no way used in an offensive **or derogatory way**.

If consent is not granted the school will make every effort to ensure that such pupils do not feature in any school photographs or video's that it uses. If such a child is still captured in the background of a photograph or video the school will upon being advised seek to remove such Photographs or video as soon as practically possible

The Governors and School do not however have any responsibility for Photographs and videos uploaded to personal social media sites by other parents. We regular remind all parents and carers to use any personal Photographs and videos they create in a reasonable manner and recognise others right to privacy. Over and above this the school has no jurisdiction over the personal use of such media.

### **Roles and Responsibilities**

To ensure the privacy and safety of our pupils we operate the following policy:-

The Head teacher will ensure:-

- Only appropriate images will be used in school photographs and on the school website
- Only Images of children for whom an actual consent form has been completed will appear in school and on the school website.
- In Photographs and on the website pupil names and addresses will not be used
- In electronically stored images the pupil name will not be used as the files name e.g. keithphillips.jpg
- If Journalist and Photographers visit the school they will be briefed by the school about what is appropriate and advised of any known restriction due to the lack of a parent or carer consent form. The school will endeavour to review any photographs before being used by such external organisations.

All **teachers and support staff** are expected to:-

- Report concerns about inappropriate or intrusive photography they observe in school or at events involving the general public
- Ensure the photographs and videos taken in class or of class activities by staff or pupils only include those for whom a consent form is completed.
- The rules on storage and use of such photographs and videos comply with the school policy

All **Pupils** should:

- Inform the class teacher if they wish to record class / school events using photographic / video equipment including mobile phones

- Not bring camera phones to school unless receiving specific permission from a teacher

All **Parent and carers** will be asked to:

- Be responsible when taking personal photographs to ensure they are appropriate. See appendix 1 for guidance on taking photographs and video's at school events
- Be mindful and respectful when uploading such images or video's onto to social media platforms
- Be aware the school or a fellow parent or carer may request the removal of an image if it includes their children
- Be mindful of identifying other pupils in social media environments as this may cause concern to others.
- Switch off Mobile phones and tablets before entering the school

**Adopted by the Governing Body on 30<sup>th</sup> January 2017**

**Due for Review in January 2019**

## **Appendix 1**

### **A Guide for parents, carers and others when taking photographs at a school event**

The governors and school recognise that parent's carer and others supporting pupils wish to take photographs and video of them at certain events during their school life. Events such as Christmas plays, sports events, assemblies and other celebrations are popular times for treasured Photographs and video to be taken. Such Photographs and videos can then be shared with family and friends. This the school recognise is a quite acceptable use of recordings

By following the guideline below the governors and school believe all parties can accomplish this and minimise the risk of the risk of any child protection issues:

- All photographs and video should be appropriate and should not record changing children.
- Parents and Carers should only take Photographs and video at school events for their own personal use. Any photographs and video must not be sold.
- The school does discourage the uploading of Photographs and video onto social media sites. It would remind parent not to identify children on such sites and to be mindful of other children who might appear on photographs they have taken and their rights.
- The head teacher has the discretion to permit or restrict the use of photographic equipment at any school event. As such the head teacher may ask any parent to cease photography or videoing if it is deemed inappropriate.
- When taking photographs and videos parent should ensure this does not interrupt or disturb the activity during the performance itself

## Appendix 2

### Consent form for use by schools

Name of child: \_\_\_\_\_

School: St Andrew's C of E Primary School

Occasionally, we may take photographs of the children at our school. We use these images as part of our school displays and sometimes in other printed publications like the school newspaper. We will also use them on our school website and Twitter feed.

**If we use photographs of individual pupils, we will not use the full name of that child in the accompanying text or photo caption. If we name a pupil in the text, we will not use a photograph of that child to accompany the article. \***

From time to time, our school may be visited by the media who will take photographs or film footage of a high profile event. Children may appear in these images, which will sometimes be published in local or national newspapers.

To comply with the Data Protection Act 1988, we need your permission before we can photograph or make any recordings of your child. Please answer the questions below, then sign and date the form where shown and return the completed form to the school.

*Please circle your answer*

I give permission for my child's photograph to be used **Yes/No** within school for display purposes.

I give permission for my child's photograph to be used in the school **Yes / No** prospectus and other printed publications that we produce for promotional purposes.

I give permission for my child's image to be used on our website and Twitter feed **Yes / No**

I give permission for my child to appear in the media. **Yes / No**

**\* If a child has won an award and the parent would like the name of their child to accompany their picture we will obtain permission from the parent before using the image.**

***Please note that the conditions for use of these photographs are on the back of this form.***

I have read and understood the conditions of use on the back of this form.

Parent's or  
Guardian's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (capitals): \_\_\_\_\_