

School procedures

All photography and recordings will be planned before any activity. The headteacher and other staff will consider whether arrangements can be made to conceal pupils' identities, and ensure pupils are properly dressed. The school will, where possible, do its best to prevent pupils from being identifiable.

Only pupils for whom consent has been given will be able to participate in photographed events. The school will not use photographs of children who have left the school without consent.

Where hard copies of photographs are held, these will be stored in the school office and used for their original purpose only before being disposed of, either by returning to the pupil's parents or by shredding. Digital copies will be deleted as soon as they have fulfilled the purpose(s) they were obtained for.

Stored images will be reviewed on a **termly** basis to ensure that all unwanted material has been disposed of. If parents wish to withdraw consent, any related imagery or videos involving their children will be removed immediately.

Any concerns you may have relating to inappropriate/intrusive photography or publication of content should be reported to **the headteacher**.

Professional photography

If a professional photographer has been hired for official school photos and events, they will be provided with a clear brief about what is considered appropriate in terms of both content and behavior.

You will receive notification of the photographer's attendance, to ascertain whether you have previously provided consent to both the taking and publication of films or photographs.

Any material produced by the photographer will only be used for the school's purposes, as permission is not given to use it for anything else.

If you are nominated to be the photographer, you must ensure that the images or videos are not used for anything other than the purpose indicated by the school.



Advice for parents on... Photography and videos at school



The school's ethos on photography

As a proud parent, you may wish to take photos or videos of your child on the school premises during special events, such as sports days and drama productions.

Similarly, the school will often document events through photography, and use it for the purposes of taking records and promoting the school in the community, providing consent has been given for this.

While there are benefits to photography and videos in the school community, it also creates risks.

To reduce these risks, the school has a policy on the safe use of cameras and videos on the school premises, as part of our safeguarding procedures, in order to protect our pupils' safety.

This leaflet explains the rules set out in this policy for parents, and the procedures that we will ask you to follow when taking pictures or videos in school.



Types of use

Personal use: the use of cameras to take images and recordings of children by relatives, friends or known individuals. Any photos or videos taken are only for personal use by the individual taking the photo, and should not be passed on to any unknown sources. The principles of the Data Protection Act 1998 (DPA) do not apply to images or recordings taken for personal use. We encourage that you only take photographs of your own child(ren), and that any pictures or videos containing other pupils should either be disposed of or discussed with the pupil's parents.

Official school use: photography and videos which have been obtained for school purposes (such as building passes). These images will usually be stored electronically alongside other personal data. The principles of the DPA apply to all images and recordings taken for official school use.

Media use: photography and videos which are intended for a wide audience, for example, when photographs are taken for a local newspaper. The principles of the DPA apply to all images and recordings taken for media use.

Educational purposes: staff may take photographs or videos of pupils that are not intended for official school use. These educational photos may be used for a variety of reasons, such as school displays, special events, assessment and workbooks. The principles of the DPA apply to all images and recordings taken for educational purposes.

Consent

Before a pupil may have their photo taken in school, they must have the consent of their parent. For LAC or adopted pupils, the designated safeguarding lead (DSL) will liaise with the pupil's social worker, carers or adoptive parents to discuss consent.

You will be asked to complete a consent form on an **annual** basis – this will determine whether or not your child will be allowed to participate in photographs and videos taken by the school. The consent form will be valid for a **full academic year**; however, consent may be withdrawn at any time.

Photography during school events

When you are taking videos or photos during school events, you will be asked to:

- Remain seated, if the event is a seated performance.
- Minimise the use of flash photography during performances.
- Ensure that your child is the focus of any photographs or videos.
- Avoid disturbing others in the audience or distracting pupils.
- Only use photos or videos taken for personal use i.e. not uploading images to the internet, posting on social networks or openly sharing in any other way. If you are found to have ignored this request, you will be contacted in writing or via telephone.
- Follow instructions from staff if asked to refrain from taking any further photos or videos.