



'What we learn with pleasure we never forget'

PHOTOGRAPHY & VIDEO IN SCHOOLS POLICY

Date Written: November 2017

Date of Review: November 2019

Headteacher.....

Date.....

Chair of Governors.....

Date.....

PHOTOGRAPHY & VIDEO IN SCHOOLS POLICY

1 Introduction

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.

Under the terms of the Data Protection Act 1998, all photographs and videos 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

All parents and carers will be asked to sign a consent form allowing their child to be photographed and videoed while taking part in school activities, and for the image to be used within and outside of the school. This form will be given to the parents or carers of all children joining the school in each successive year. This 'rolling' consent will allow the school to take pictures and/or videos of pupils engaged in educational activities such as sports events, drama productions, school visits, etc. Where parents or carers do not give their consent, then the children concerned will not have pictures/videos taken of them, or if they appear in pictures/videos those images will not be used for display or publicity.

3 School Performances and Sporting Events

Unfortunately, due to safeguarding reasons, parents and carers are not permitted, at any point, to take personal photographs or videos of their child, or other children, whilst on the school site, unless the school staff have clearly provided a safe opportunity to do so (this will be clearly communicated at the time).

When possible, the school will endeavour to provide photo opportunities e.g. after school performances and sporting events, for parents to take photos of their child.

Occasionally, the school will also arrange for a professional company to video performances which can then be purchased by parents.

4 The Internet

Only appropriate videos and/or photographs will be used on the school website, and children will not be identified by their name or address on the school website.

5 Mobile Phones

Adults may bring mobile phones on the school premises, but **must not** use them to take pictures of any children or adults.

6 Use of Digital Cameras & iPad Cameras

- 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 a science whole school day.
- Images will be made only as appropriate for school-related activities.
- Children will be taught how to take photographs/videos, and they will be supervised by an adult when they have access to a digital camera.

- As soon as images have been used for their intended purpose or printed, they will be deleted. The school will not store digital images any longer than for their immediate use.

7 Media Publications

Sometimes, local or national media visit the school to follow up a news story. In this situation, where photographs/videos of children's might be made public, the school will inform parents 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/videos; 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.

8 Monitoring

The school governors will review and monitor the implementation of this policy.

Appendices

Appendix 1- Pupil Photographs & Videos Consent Form (for all new children attending the school).

Appendix 1

Pupil Photographs & Videos Consent Form

From time to time, the children are photographed or videoed for various reasons. These are outlined below. We require parental/carer consent to take these pictures/videos and use them.

Please sign and return this form to the school.

Name of child

Photograph Permission

1. YES / NO I give permission for my child to be photographed for teaching purposes and displayed in school (e.g. school displays).
2. YES / NO I give permission for my child to be photographed and the prints used for external documents (e.g. local press newspaper, the school's information handbook).
3. YES / NO I give permission for my child to be photographed, and these used for the school's website, social media (including school's twitter) and external publication websites.
4. YES / NO I have asked my child and we both agree that their school work may be photographed and electronically published on the school's website and twitter feed. *Subject to the school rule that photographs will not be accompanied by pupils full names.*

Video Permission

5. YES / NO I give permission for my child to be videoed and these used for teaching purposes in school.
6. YES / NO I give permission for my child to be videoed and these published on the school's website, social media (including school's twitter) and external websites.

Signature of Parent/Carer

Date

Conditions of Use

1. This form is valid for the period of time your child attends this school, plus one year after they leave, to enable us to publicise the work of final year pupils. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings for more than one year after your child leaves this school.
3. If we use photographs of individual pupils or small groups of pupils, we will avoid using the full name (which means first name and surname) of that child in the accompanying photo caption. **Please note that the local press/ media are likely to use first names and surnames in their publications/broadcasts.**
4. We will not include personal email or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
5. We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".
6. We will only use images of pupils who are suitably dressed to reduce the risk of such images being used inappropriately.

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.