

# Photography Policy

## Great Ponton CE Primary School



Approved by:

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## Introduction

At Great Ponton Primary School, we recognise that photography is a useful tool within school and it is employed routinely in many ways, for example for record keeping, displays, teachers' lessons and the children's own work. On occasions, photographs are also used for the press and other promotional purposes such as the school website or even school promotional material.

We recognise the wishes of parents to take photographs and/or video of their own children participating in school events. We are, however, also sensitive to the wishes and rights of parents who may not want their children to be photographed and/or who might have concerns about the use of such images and importantly the wishes of those who care for students who must be safeguarded and may not be allowed to appear in images surrounding the school and fellow pupils. The taking of photographs in school is an increasingly complicated and sensitive area as technology has now made it much easier for pictures and images to be used and distributed inappropriately, both as printed material or as a web image. It is therefore important that schools take practical steps to ensure that pictures and images taken on school premises or at school events are done so in a way that reflects the protective ethos of the school. In order to ensure that as far as possible the use of photography and video is used safely in school and in connection with school events.

**Parents are now no longer permitted** to take photographs of their children in school or at school events, visits, productions and celebrations. We understand that on the face of it this may appear to be unfair and Great Ponton Primary School and its staff understand that parents want to photograph memorable moments of their child/children through school and we will be putting in measures to still ensure parents will be able to access photographs of these moments but in a safe and controlled manner for all children and families. We will be designating a member of staff who will use a registered school camera to photograph children at events and assemblies, these photographs will be reviewed by a senior member of staff and images of your children will be emailed to yourselves after the event/celebration after they have been reviewed. The photograph permissions completed at the start of the year will still stand unless we are informed otherwise in writing. You are able to withdraw or alter your child/children's photograph consent at any time. This is not a decision that the school has taken lightly but please be assured that it has been a decision that has been made with the best interests and safety of everyone in mind.

## Definitions

For ease of reference the following "school" photography definitions are provided:

### **School curriculum / internal use**

Photographs/digital images taken for curricular use, displays, workbooks, school trips, notice boards, school events and/or assessment purposes.

### **School Publicity photography**

Photographs/digital images used to help promote and publicise the success of the school through newsletters or the prospectus. This may on occasion also involve outside agencies such as the local press.

### **School Website photography**

Photographs/digital images used to celebrate individual, class and/or team success or highlight good practice within the school. Photographs of children are always used anonymously.

## **School Photographer**

Class and individual/family school photographs taken by a reputable commercial photographer and sold to parents. Parents are always advised of this in advance and can withdraw their child/children from these.

## **School events**

Photographs or video taken of school concerts, productions and other performance events, sports events (including sports day), sports fixtures and class assemblies. Photography is only permitted by a designated member of staff taken on a school camera. Images taken are to be reviewed where necessary for reasons of safeguarding/ child protection and out of respect for the rights and privacy of parents who have withheld or withdrawn consent for their child being photographed before images are allowed to be passed to parents/carers. Video or sound recording of copyright musical or theatrical performance is normally forbidden.

## **The Legal Position**

It is not illegal for photographs of children to be taken in school by staff using verified school equipment but it is sensible to comply with all current recommendations and/or good practice recognition since photographs and video images may be classed as personal data under the terms of the Data Protection Act 2018. Therefore such images may only be used for school publicity or other purposes in cases in which the consent of the parent or legal guardian has not been withheld or withdrawn. At Great Ponton Primary School, we will not display personal images on websites, in publications or in a public place where such consent has been withheld or withdrawn and will, wherever possible, avoid naming individual children.

## **Parental Consent**

As a minimum requirement, all parents/carers will need to know that their children may be photographed at school and the opportunity will always be open for parents to withhold or withdraw consent for:

- Photographs or Video to be taken by staff for curriculum use.
- Photographs or video taken by members of staff for school based publicity and promotional purposes (school newsletters/ prospectus) or for anonymous use on the school website.
- Photographs or video taken by members of the press who are on the school premises by invitation in order to celebrate individual, group or school success.
- Photographs or video taken by members of the press who are on the school premises by invitation in order to take Photographs to be published alongside accompanying local news stories. These images will always be published without naming the child/children present.

The Withholding or Withdrawal of Consent letter will be issued to all parents each September and a central file record retained in the child's pupil records of any responses received. If consent is not specifically withheld or withdrawn by a parent/carer, then the school will imply that consent has been granted. The views of parents who, for any reason do not wish their child/children to appear in such photographs will be respected at all times and all reasonable measures will be taken to ensure compliance with their request, including when on educational visits, sports fixtures, etc.

## Use and Storage of Photographs and Video Images

Photographs taken as records of events or for educational purposes may be displayed around school on display boards and/or in evidence files and are then securely archived after use or securely destroyed. Photographs are not exchanged with anyone outside school or held for private use by staff. The staff are only permitted to take photographs and/or digital images of children in “school or educational provision settings” and may only use school approved and purchased cameras or recording equipment. The use of personal mobile phones to take digital images is not permitted.

Neither staff nor other adults within school are permitted to take photographs of children in one-to-one situations or when children are in vulnerable situations, such as when they are upset or not appropriately dressed. As part of specific curriculum items and on certain special occasions (e.g. at residential visits), children may be allowed by staff to take photographs of each other. This will always be at the discretion of staff, who will intervene if necessary in order to prevent the taking of inappropriate images or video. Should the school learn about any inappropriate use of images involving children, the school will take immediate and proportional action including, if judged necessary by staff in consultation with the head teacher, recording and reporting any incident which could raise child protection concerns.

## Photography during school events

While we recognise the desire of parents/carers and family members to film/photograph their children during school events, including concerts, productions and other performance events, sports days, etc., we also recognise that the taking of photographs, video and the increasing use of mobile phones to record images can prove very distracting to both the performers and others in the audience, especially when done insensitively. It is also the responsibility of the school to ensure that we are compliant with safeguarding requirements at all times and do not put at risk the safety of any vulnerable children. Therefore Parents, Carers and visitors of the children **cannot photograph or film** at any school event. In addition, such events can involve all children throughout school or at the very least all the children from a particular key stage, and sometimes may even include children from other schools, such that complying with the wishes of those parents who do not wish their child to be photographed is a complex and sensitive matter. In order to minimise disturbance, the school will, if possible, arrange for official photographs of concerts, productions and other such performance events to be recorded by nominated and CRB checked individuals (e.g. staff, governor, parent). These photographs and/or video could then be made available to parents as a free electronic copy or parents can request a printed copy for which school must ask for a small donation to school funds to cover the cost of printing.

Please note that the use of personal cameras, mobile phone cameras or other recording equipment is prohibited on school premises at all other times. Children may then only be photographed by members of staff and using school equipment. Please speak to the Head teacher if you are unsure about the appropriate use of photographic or recording equipment and/or subsequent use and sharing of images.

## School Website Images

The school website supports communication with parents and pupils and helps to promote and publicise the success of the school. Selected pupil's, parents and pupils school work are displayed on the website. These images are always used anonymously and never in cases in which parents or legal guardians have withheld consent. Any subsequent requests from parents to remove images of their children will always be respected. For further guidance please refer to our school Website Policy and the guidance published in the parents' section of the school website.

## **Enforcement**

\*Please be aware that in order to adhere to this policy and safeguarding regulations, staff members of Great Ponton Primary School can request to view devices they believe have been used to photograph or video children and can request that any images/recording are to be deleted from the device and any automatic storage these images/recordings may have been uploaded to. The staff have the right to witness this process. Failure to comply with the request could result in the school taking further action.

## **Monitoring and Evaluation**

Great Ponton Primary School has a duty of care and responsibility towards pupils, parents and staff and the care, safety and privacy of the individual is the key feature of this policy. The policy will be reviewed by the governing body as part of the school's monitoring cycle.