



Date of Updated Policy : (Draft) September 2015
Glory Farm Primary School

Photography Policy 2015

Rationale

At Glory Farm Primary School, we are committed to making full use of the advantages offered to our pupils in the use of new technologies. There are many occasions upon which it is advantageous to make use of photographs and video that include pupils. This is to be encouraged. However, at Glory Farm Primary School, we do all we can to ensure that images are used properly, and that, as in all matters, risks are minimised, and our pupils are kept safe and secure, whether at school or elsewhere. The aim of this policy is to establish the correct balance between the proper use of technology and the safety of our pupils at all times.

At Glory Farm 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, teacher's lessons, the school website, blogs and sites, as well as in the pupil's own work. On occasions, photographs are also used for the press and other promotional purposes. We also recognise, on occasions, the wishes of parents to take photographs and/or video of their own children participating in school events.

As a pupil at Glory Farm Primary School, there is an expectation that your son/daughter will routinely take part in lessons and activities that require the use of a variety of new technologies. This is likely to involve photography and video throughout the curriculum.

It is important that our school takes 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 to be used safely in school and in connection with school events, and the advice provided below should be followed.

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 the school's web presence, newsletters or the prospectus. This may on occasion also involve carefully selected 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.

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.

School events

Photographs or video taken of school concerts, productions and other performance events, sports events, sports fixtures, enrichment events, educational visits, etc. Photography/Video by parents of school events is at the discretion of the school and will require permission prior to the event.





The Legal Position

It is not illegal for photographs of students to be taken in school by staff and using 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 1988. 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 Glory Farm Primary School, we will endeavour not to 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 students.

Parental Consent

As a minimum requirement, all parents/carers need to know that their children may be photographed/videoed at school and the opportunity will always be open for parents to withhold or withdraw consent for: photographs or video taken by members of staff for school based publicity and promotional purposes. Photographs may be used for school newsletters, the school prospectus or for use on the school website.

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. Such requests must be submitted in writing, addressed to the Headteacher.

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 archived after use. Photographs are not exchanged with anyone outside school or held for private use. Where a photograph is to be displayed following parental permission, it should be checked by the line manager to ensure that it is appropriate. Staff are only permitted to take photographs and/or digital images of children in "school or educational provision settings". Personal cameras / imaging devices and phones that are not owned by the school should **never** be used by any member of staff.

Should the school learn about any inappropriate use of images involving children or adults, the school will take immediate and proportional action including, if judged necessary by staff in consultation with the Headteacher, recording and reporting any incident, which could raise child protection concerns.

School website Images

The school website supports communication with parents and pupils and helps to promote and publicise the success of the school. Pupil's schoolwork is sometimes displayed on the website and can occasionally include images of children engaged in curriculum or enrichment activities. Any subsequent requests from parents to remove images of their children will be respected.

