

Prudhoe West First School



Photography Policy

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Photography Policy 2015

Rationale

Prudhoe West First School is a forward thinking school which makes full use of the advantages offered to our pupils in the use of new technologies. There are many occasions when it is advantageous to make use of photographs and video footage that include our pupils and this is encouraged. However, at Prudhoe West First School we do all we can to ensure that images are used correctly, and that all risks are minimised and our pupils are kept safe and secure, whether in school or elsewhere. The aim of this policy is to establish the correct balance between the correct use of technology and the safety of our pupils at all times.

At Prudhoe West First School, we recognise that photography is a useful tool within school and it is used routinely in many ways, for example for record keeping, displays, teachers' lessons, the school website, newsletters, as well as pupils own work. On occasions, photographs are used for the press and other promotional purposes. We also recognise, on occasion, the wishes for parents/carers to take photographs and/or video of their own children participating in events.

As part of the community of Prudhoe West First 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 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, the advice provided in this policy should be followed.

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

School curriculum/internal use

Photographs/digital images taken for curriculum 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 website, newsletter and prospectus as examples. This may on occasions also involve carefully selected outside agencies such as the local press.

School photographer

Class and individual/sibling 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 at school concerts, productions and other performance events, sports events, sports fixtures, enrichment events, educational visits etc. Photography/video by parents/carers of school events is at the discretion of the school and will require permission (see section on parental/carer consent).

The Legal Position

It is not illegal for photographs of pupils to be taken in school by staff using school equipment, but it is sensible to comply with all current recommendations and/or good practice since photographs and video images can be classed as personal data under the terms of the Data Protection Act 1988. Such images therefore can only be used for school publicity or other purposes in cases where consent of the parent or legal guardian has not been withheld or withdrawn. At Prudhoe West First School, we will endeavour not to display personal images where consent has been withheld.

Parental/Carer Consent

We are required by law to bring to your attention that parents are not permitted to take photographs or make a recording featuring anyone but their own child/children for anything other than their own personal use. To do so, such as posting photographs featuring other people's children on Facebook, Twitter or similar, would require consent of the other children's parents, and if this was not given would mean the parents concerned would be **in breach of the Data Protection Act**.

Parents/carers will be required to complete a photo permission form which will inform us of your wishes. This will be kept on record in school. Please keep a note of this for your own future reference. Please note: consent forms must be completed for **each child** not each family.

If consent is not specifically withheld or withdrawn, then the school will assume 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.

Please note: We may on occasions have to revise the school's policy on parents taking photographs/videos at school events depending on the responses received on these forms. If any parents refuse permission for their child to be photographed by other parents, **NO** photographs will be able to be taken during performances or at events and children without permission will be removed from group photographs taken afterwards.

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. Staff are only permitted to take photographs and/or digital images of pupils in school or educational provision settings.

Should the school learn about any inappropriate use of images involving pupils, 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 the community and helps to promote and publicise the success of the school. Pupils' school work is sometimes displayed along with images of the pupils engaged in the curriculum or enrichment activities and photographs/digital images may be used to celebrate individual, class and/or team success or highlight good practice within school. Any subsequent requests from parents to remove images of their child/children will be respected.

Established	October 2015
Review	Autumn 2017