



**Tredington Primary School**

**Guidance for photographing and recording children during events and activities**

**We aim to develop in our children a passion for learning; strong moral, social and cultural values; a hard working 'Can do' attitude; the ability to communicate with others clearly and a desire to explore and understand the world around them.**

**Our school mission statement is:**

**Friends learning together.**

**Explore, create and share.**

**Date of Last Review: November 2019**

**Date of Approval: December 2019**

**Policy agreed by Tredington Primary School governing body in December 2019**

**Date for Next Review: October 2020**

**This Policy will be reviewed at least annually**

It is important to be aware of child protection and safeguarding issues when people are taking photos or filming at events. The potential for misuse of images can be reduced if organisations are aware of the potential risks and dangers and put appropriate measures in place.

Find out more about child protection and safeguarding

<https://learning.nspcc.org.uk/safeguarding-child-protection/>

Risk factors Some of the potential risks of photography and filming at events include:

- children may be identifiable when a photograph is shared with personal information
- direct and indirect risks to children and young people when photographs are shared on websites and in publications with personal information
- inappropriate photographs or recorded images of children
- inappropriate use, adaptation or copying of images.

At Tredington the policy with regard to the use of photographs and photography in school is :

- we do not use children's names in photograph captions.
- We use a parental permission form to obtain consent for a child to be photographed and videoed
- We obtain the child's permission to use their image
- We only use images of children in suitable clothing to reduce the risk of inappropriate use.
- We address how images of children on our website can be misused by careful filtering of information. Staff are aware that images accompanied by personal information, such as the name of a child and their hobby, could be used to learn more about a child prior to grooming them for abuse.
- We produce written expectations of professional photographers or the press who are invited to an event. These should make clear the organisation's expectations of them in relation to child protection.
- We do not allow photographers unsupervised access to children.
- We do not approve photography sessions outside the event or at a child's home.

In addition, this school has an acceptable use policy for using photographs, which asks parents not to share photos on social media. Seeking consent for children and young people Children should always be consulted about the use of their photograph. This ensures they're aware that the image is being taken and understand what the picture is going to be used for.

Parents and carers are aware of the school photography policy. Parents are asked to sign a consent form for use of their child's images and keep a record. Storing images securely Images or video recordings of children are kept securely. Hard copies of images are kept in a locked drawer and electronic images should be in a protected folder with restricted access. Images should not be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

Staff avoid using any personal equipment to take photos and recordings of children and use only cameras or devices belonging to the school or organisation.

When storing and using photographs to identify children and adults for official purposes, such as identity cards, the school ensures we are complying with the legal requirements for handling personal information.

Further guidance on the Data Protection Act and other privacy regulations can be found on the school website and Information commissioner's office website.

This policy should be read in conjunction with our school policies on: Data Protection, Freedom of Information. Child Protection and safeguarding Policies. (All available on the school web site.)