

FOX WOOD SCHOOL



Photography and Video Policy

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Principles

This policy details the rules governing photography and recording videos at Fox Wood School, the distribution of these photos and videos and their publication on the internet. It covers the rules for staff, governors and parents and is founded on four main principles:

1) **Safety**

The overriding priority is to ensure that photography does not lead, either directly or indirectly, to anything that may potentially endanger the safety of the pupils at the school.

2) **Privacy**

We believe that every child and parent is entitled to their own privacy, and can therefore choose not to feature in photographs or videos recorded at the school.

3) **Projecting the right image**

Photographs taken at school should not do anything that may cause embarrassment to the school, the pupils, or the staff.

4) **Sharing children's achievements**

It is natural for every parent to want to share their children's activities and achievements at school with their friends and family. This school is keen to allow this as much as possible while keeping this in balance with the first three principles.

Consent

When a child joins the school, their parent or carer is asked for consent for the child to appear in photos on the school website. The school encourages all parents to provide consent, as it enables us to include all the children in depictions of school life, but we recognise and respect the right to refuse consent. Parents may withdraw consent at any time, or grant consent if they had previously declined. We also request consent for pupil photos to be included in the newspaper and to be shared with other professionals.

School Website

The school endeavours to publish on the school website a selection of photos of school events and general school life. Any material published to the website must be assessed to ensure it meets the following safeguarding rules:

1. It must not feature any child whose parent or carer have not given consent.
2. It must not offer any means of identifying a child by their full name.
3. It must not in any way embarrass the school or the children and staff involved.

Photos and video intended for the school website should be taken either by a member of staff or another person authorised by the headteacher. These photos must be approved by the headteacher prior to publication on the website; the

mechanism for doing this should be agreed by the headteacher and the photographer.

Rules for Parents, Carers and Governors

Parents and carers are permitted to take photographs and record videos at designated school events, as long as they agree to the conditions described in this policy and do not unnecessarily disturb or distract others or the event itself.

These events include:

- Religious celebrations
- Sports Day
- Christmas production
- Themed week displays
- School Fayre

Photographs featuring only your own children

There is one exception to the internet publication rule. If the photo video includes **only** your own children, you may share it on the internet. For this exception to apply **there must be no other pupils in shot**, however briefly or clearly they can be seen. The reason for this exception is that the school recognises that how you use photos of your own children is a decision purely for you.

Withdrawal of permission

Failure to adhere to these conditions may, at the discretion of the headteacher, lead to a withdrawal of permission to use a camera at future events.

Rules for Staff

- Staff may take photos and video anywhere within the school for the purposes indicated on the parental consent form.
- These may be published to the school website, school face book/twitter pages if they conform to the safeguarding rules described above.
- They may not be published on any other internet or social media site except those that may be used by the school website
- They may be stored on password-protected staff laptops. They should be deleted once they are no longer needed, or when the featured children have left the school.
- They may be shared with other members of staff by email to support teaching work. They may not be shared with friends and family.
- The school cameras and I-pads should be used to take photographs where possible. Staff must not use their own mobile phones.
- Members of staff who are also parents or carers of children at the school are permitted to take photographs at school events under the terms described in "rules for parents, carers and governors".

External Photographers

Terms for external photographers, such as local newspapers photographers, must be agreed in advance with the headteacher. These are considered on a case-by-case basis, and must conform to the safeguarding rules described above.

Also refer to E-safety policy.

At these events, photos may only be taken at the location of the event. For most of these, this is the school hall. It is not permitted to take photos in classrooms or elsewhere in the school unless explicitly authorized by the headteacher.

Outside designated events

It is not permitted to use a camera on school premises **at any time** outside these designated events unless explicitly authorized by the headteacher.

Distribution and publication of photos and videos

Photos taken at these events are for your own personal use only. They may be shared by email with friends and family, but **must not** be published on **any** internet site. This includes Facebook, Twitter, YouTube, Pinterest and all other social media services.

The reason for this restriction is that it is not possible for individual parents to ensure that all four of the safeguarding rules described above are adhered to at both the time of publication, and later.

Sharing photos on the school website

As described above, the school endeavours to publish a selection of photos from events on the school website. You may share links to these pages on social media services, because any photos or video appearing on the school website will have been checked to ensure they conform to all the safeguarding rules.

You may download the photos from the school website for your own personal use, but you may not republish them anywhere on the internet.