

Use of Photographs Policy



Adopted by Governing Body on:

Chair of Governors:

Headteacher:

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1. Our vision

The Oval Learning Trust's vision is for all our children to flourish.

We believe in the development of the whole child so that all our children live life in all its fullness through exciting learning experiences.

We have high expectations of ourselves in providing a positive climate for high academic achievement as well as for children's confidence, character and motivation to learn for life in modern Britain.

2. Our values

In establishing our trust, we have defined six fundamental key principles:

- children's learning & well-being is at the heart
- financial transparency, efficiency and effectiveness
- local solutions with moral purpose and integrity
- a strong belief in collaboration & partnership working
- openness, honesty, mutual respect and challenge
- respect for the individual ethos & character of schools

With these at the heart of all we do, our policy framework has been created to support the vision and enable us to deliver our strategic plan.

Our schools are expected to work to these principles.

3. Policy Application and purpose

Schools are obliged to comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 when it takes or publishes photographs of its pupils. The academy trust / school will always try to act in the best interest of the pupils and, as far as it legally can, it will take parental preferences into account.

The Data Protection Act gives children rights over their own data when they are considered to have adequate capacity to understand. Most children will reach this level of understanding at around age 12. For this reason, for most pupils in a primary school, it will normally be up to parental consent to decide whether or not their child can be photographed.

4. Permissions

Under the GDPR, consent should only be used as the justification for processing personal data when there is no other alternative. Most ordinary school uses will not require consent as other justifications will be available. Usually the relevant justification under the GDPR will be the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

If you wish to express a preference for the school to avoid taking or publishing photographs of your child in certain circumstances then please indicate your preferences using the attached form. If no preferences are expressed then we will act in accordance with the principles expressed in this policy.

5. Photographs for internal use

The school will take photographs for its own use. Usually these will be unnamed photographs and will generally be for internal school use but may also include photographs for publication, such as photos for the prospectus, or to show as slides at an event for parents. Unnamed photographs may also be used on display boards which can be seen by visitors to the school.

Occasionally schools might use children's photographs on a display with their names to identify them for medical reasons. For example, in a medical room to identify a particular allergy or use of an inhaler.

If the school wants to use named photographs then it will obtain specific consent first. For most pupils this will be consent as explained above and parental wishes will be taken into account.

6. Media use

The school will give proper consideration to the interests of its pupils when deciding whether to allow external organisations to take photographs or to film.

When the Media are allowed to be present in school or at school events, this will be on the condition that they observe this policy.

Where the media are allowed to be present at a particular event the school will make sure that pupils and their parents or carers are informed of the media presence. If no objection is received, then the school will assume that unnamed photographs may be published in line with the permissions forms already completed.

If the Media entity wants to publish named photographs then they must obtain specific consent from those pupils with capacity to consent or the parents of those without capacity. The school will require the media entity to check with the school before publication so that the school can check that any objections have been taken into account.

7. Family photographs at school events

It shall be at the discretion of the school whether photographs may be taken at a school event.

Family and friends taking photographs for the family album will not be covered by Data Protection legislation.

Where the School decides to allow such photography, the family and friends will be asked not to publish any photographs showing children other than their own on the internet.

Quality Assurance

The Trust will monitor the impact of this policy from time to time and can review or update it at any point. Should anyone have any queries about the remit or implementation of this policy they must refer in the first instance to the headteacher of the individual school.

Policy Review

The Oval Learning Trust reserves the right to review this policy to ensure it remains aligned to our vision and values.

Policy Control

Controlled Document

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Document Edit Log

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Photograph permissions form

To comply with the General Data Protection Regulation (May 2018), we must collect consent for photograph permissions in all schools and need to ask all parents to complete the grid below.

Your consent to the questions in the grid enable the school to use photos or film footage where appropriate to celebrate the experiences children have in school and on trips.

If you do not consent to the questions in the grid your child's photo/film footage will not be used to celebrate any successes in school.

We will typically not use children's names and their photographs together without particular permission (i.e. winning competitions for example). Please see the photographs policy.

Child's name _____ Child's Class _____

I give permission for my child's photograph to be used within school in books and on any displays.	Yes/no
I give permission for my child's photograph to be used in the school or trust prospectus and other printed publications.	Yes/no
I give permission for my child's photograph/film footage to be used on the school or trust's website.	Yes/no
I give permission for my child's photograph/film footage to be used on the school or trust's social media sites (e.g. Twitter)	Yes/no
I give permission for my child to appear in the media e.g newspapers, tv and radio	Yes/no
I give permission for my child's photograph to be included as part of key information shared with teaching and support staff	Yes/no

Signed _____ Date _____

Relationship to child _____