



**Shenfield St Mary's CE Primary School**

**Photography Policy**

**Ratified: Spring 2025**

**Review due: Spring 2028**

### **Introduction**

There are many occasions on which it is a good thing to make use of photographs and video images that include children. This is perfectly proper and to be encouraged. However, our school will do all it can to ensure that images are used properly, and that, as in all matters, risks are minimised, and our children kept safe and secure, whether at school or elsewhere. The aim of this policy is to establish the right balance between the proper use of technology and the safety of our children at all times.

Under the terms of the Data Protection Act 1998, all photographs and video images of children and staff alike are classified as personal data. This means that no image can be used for display or for school publicity etc., unless consent is given by or on behalf of the individual concerned.

### **Rationale**

The word photography is used in this policy to include traditional photographs and digital images of any kind, still or moving.

At Shenfield St Mary's CE Primary School there are a number of occasions when school staff or parents will want to take photographs of pupils. Such occasions include everything from assessment and curricular purposes in the classroom to school trips, concerts and sporting events as part of the wider life of the school.

This policy sets out to provide a clear set of guidelines, which will balance our wish to record events in the life of the school and its pupils, while protecting the rights of individuals.

### **Aims**

In short, the Photography Policy sets out to ensure that:

- Photographs are only used for the purpose intended
- School use of photographs is facilitated
- Personal family photography is allowed where possible
- Individual rights are respected and child protection ensured

### **Consent**

Consent from parents/guardians for the use of photographic images and participation in official videos will be sought when a pupil begins their education at Shenfield St Mary's CE Primary School.

The consent form will be valid and kept on file for the duration of their time at Shenfield St Mary's CE Primary School – see Appendix 1.

Parents retain the right to withdraw consent at any stage, but must do so in writing.

Consent from staff of the school will also be sought prior to an image or audio recording being taken of them.

## **Photographs of Children**

- Care will be taken whilst photographing to maintain modesty.
- If a pupil is named and accompanied by a photograph in a school brochure/newsletter, website or local press, additional consent from the parents will be sought.
- Where the safety and wellbeing of a particular pupil is considered to be 'at risk', every care will be taken to avoid images in the press and on the school website.
- We are inclusive, so gender, race, Special Educational Needs and differing abilities are reflected in a positive and thoughtful manner.

## **Use of Images by the Press**

There may be times when the press take photographs of the pupils in school. The manner in which the press use images is controlled through relevant industry codes of practice and the law. However, given our responsibility to our parents and pupils we will carry out our own checks to ensure that broadcasters and press photographers are aware of the sensitivity surrounding detailed captioning.

Should pupil names be required in the caption, additional parental consent would be sought. This might mean offering those children whose parents are happy for publication of photographs and names for inclusion in any photo opportunities.

## **School Prospectuses and other Literature e.g. Newsletters**

Most school literature is sent to a specific audience. However, if a photograph of a pupil is to be used in this manner, no personal details or names would be used.

Parental consent would be sought should the pupil's name be required.

## **Videos**

Only official school videos taken of an event will be permitted. At this time, we request that parents do not use video equipment at school events.

Video or sound recording of a copyright musical or theatrical performance is normally forbidden unless a licence is purchased. Photography may also be restricted for reasons of child protection or out of respect for the rights and privacy of individuals. If so, photography opportunities for parents will, instead, be arranged before or after a performance or an event, if possible.

Pupils who cannot be filmed or photographed may be omitted from all or part of recorded performances.

## **Websites**

Parents agree to images being displayed on the school websites and the associated social media (ie X) upon joining the school. All images displayed will remain anonymous unless specific parental consent has been given.

**We respectfully request that whilst we allow parents to take photographic images of their child during events at school for family albums; please consider the safety implications of using the material on social media websites. To upload an image of a child other than your own would contravene the school Child Protection Policy and infringe upon the Data Protection Act 1998.**

## **Parental Photography**

Parental photography must not include any child whose parent has refused consent for any reason. This may mean offering photography opportunities before or after the event for those who wish to be involved. Parents are welcome to take photographs of their own children at sporting events. However, care must be taken not to interfere with the smooth running of the event or to compromise health and safety. Videoing is not permitted during a class led worship/assembly.

The images taken of these events are for your **'own private use'** only.

**Parents are not permitted to distribute or sell photographs of a school event. This would be in breach of the 1998 Data Protection Act.** Parents accompanying school trips are requested to only take photographs if asked by the teacher, using cameras provided by the school.

## **Children photographing each other**

This practice can occur during offsite activities particularly during residential periods. Until further notice, whether the activity is residential or not, KS2 pupils are only to take disposable cameras rather than digital cameras or mobile phones. Foundation and KS1 pupils are not required to take any form of camera or mobile phone on a school trip. Staff should endeavour to ensure inappropriate photographs are not taken, but ultimately parents are responsible for subsequent use of their images involved.

## **Official School Photographs**

Class and individual or group photographs are annual school events. Parents are asked in advance whether or not they wish their children to be included in these events. Procedures are undertaken to ensure levels of supervision during photographing are appropriate, to safeguard the welfare of our pupils at all times. All school photos are taken by an official reputable photographic company.

## **The Storage of Photographs**

Photographs will be held securely for the use of Shenfield St Mary's CE Primary School. When photographs are destroyed, where the image is kept electronically, the file will be erased. If at any time, a computer is removed from the school, (for example, for recycling) the e-safety policy will be followed to ensure the protection of the data. If consent is withdrawn for a photograph it will be deleted.

## **Concerns**

Concerns relating to any inappropriate or intrusive photography should be reported to the Head of School. Staff should remember the duty of care and challenge any inappropriate behaviour or language.

## **Review**

This policy will be monitored by the governing body and reviewed every three years and in line with any new legislation.

## Appendix 1

Extract from parental consent form on admission to the school

<b>Activity</b>	<b>Please enter Yes or No</b>
I give permission for my child to have their photograph taken and displayed in school.	
I give permission for my child to have their photograph taken and posted on the school website or X, included in the prospectus or published in a local newspaper, <b>without the child's name attached.</b>	
I give permission for my child to have their individual or class photograph taken and stored on the photographer's secure website to facilitate parental purchases (with password access).	
I give permission for my child to have their work posted on their class page, which is publicly visible.	
I give permission for my child to be filmed by St. Mary's staff or other professional companies in entertainment productions that occur throughout the year. (Please note that an objection could prevent your child participating in an event)	
I give permission for my child to participate in short walks locally, for example to the library, butterfly meadow, local schools and the Church. (Permissions and notifications for longer journeys will always be sought separately).	