



ASHTON GATE PRIMARY SCHOOL **PHOTOGRAPHY IN SCHOOL POLICY**

1 Introduction

There are many occasions on which it is a good thing to make use of photographs that include children. This is perfectly proper and is 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.

2 Parental permission

All parents and carers will be asked to sign a consent form allowing their child to be photographed or videoed while taking part in school activities, and for the image to be used within the school. This form will be given to the parents or guardians of all children when they join the school and in each successive year thereafter. This 'rolling' consent will allow the school to take pictures of pupils engaged in educational activities such as sports events, drama productions, field trips, etc., and to use these pictures internally. Where parents or carers do not give their consent, then the children concerned will not be photographed or videoed.

All pictures or videos taken will be appropriate, and will show children properly clothed for the activity they are engaged in. The school will do all it can to ensure that due sensitivity is shown in the choice and composition of these images.

3 Use of digital cameras and other photographic devices

There are many ways in which the use of digital images is valuable for children's learning. For example, they may be used in art work or geography or science fieldwork.

Images will be made only as appropriate for school-related activities.

Children will be taught how to take pictures, but we will discourage them from taking pictures of each other, and they will be supervised by an adult when they have access to a digital camera.

As soon as images have been used for their intended purpose (e.g. illustrating a good football pass), they will be deleted. The school will not store digital images any longer than for their immediate use.

4 School performances

Parents will be informed prior to school performances whether photography is permissible during the performance or afterwards. This permission will be dependent on the individual children taking part.

Under no circumstances should parents put images/videos of other children on social media or the internet. The school reserves the right to not allow any photography during school events if parents upload pictures/videos containing other children on the internet.

5 Website

We will adopt the same principles as outlined above when publishing images on the Internet as we would for any other kind of publication or publicity material. However, the school recognises that there is no control over who can access these images, and consequently a greater risk of misuse of images, via the Internet. We will therefore give specific consideration to the suitability of images for use on the school website.

In accordance with guidance from the Information Commissioner's Office, parents/carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents/carers comment on any activities involving other pupils in the digital/video images.

Staff and volunteers are allowed to take digital/video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. These images should only be taken on school equipment; the personal equipment of staff should not be used for such purposes.

Only appropriate images will be used on the school website and children will not be identified by their name or address on the school website.

6 Mobile phones

We allow children to bring mobile phones into school but they are not accessible during school hours. Children must hand in their mobile phones to the school office or their class teacher at the start of the school day and collect them at the end. Adults may bring in mobile phones but must not use them to take pictures of children.

7 Media publications

Sometimes, local or national media visit the school to follow up a news story. This is often to do with a notable achievement by a child or a group of children from the school. In this situation, where children's images might be made public, the school will inform parents and carers of the event in advance, and allow them to withdraw their child from the event if they so wish. Newspapers normally ask for the names of the children to go alongside the photographs; if parents or carers do not wish this to happen, then the school will not allow the individual to be photographed or filmed by the media concerned.

8 Review

This policy will be reviewed every 3 years and at any other time as may be necessary.

Date: June 2023
Review: June 2026