

PHOTOGRAPHY POLICY



Policy Reviewed: July 2020
Policy Review Date: July 2023
Signed

Headteacher: *J E Martin*

Chair of Governors: *[Signature]*

Introduction

Deri Primary School needs to make full and proper use of photographic images so as to enhance its educational provision and the role of the school within the community. In so doing the school must consider and address the rights of privacy, child protection and copyright. This document provides information about how Deri Primary School uses photographic images of children. It covers the use of still, video and electronic images wherever they are used.

Use Of Images

Photographic images are used within the school to:

- Support and enhance teaching and learning.
- Enable pupils to use information technology to support and enrich their own learning and that of others.
- Record the achievement of individuals, groups or classes at both pupil and school level.
- Facilitate staff training and professional development activities.
- Inform and enhance the information presented about the school both internally and to a wider audience.
- Enable parents to have a photographic record of significant events during their child's school life.

Good Practice

In support of good practice the school will endeavour to ensure that:

- Images are used for their intended purpose.
- Parental permission has been obtained for any images going beyond the school establishment.
- The provision of pupils' names is avoided and that where this is not possible the first name only is used.
- In cases where named photographs are required for publicity or award purposes parental permission has been obtained prior to the event.
- The images stored within the school are reviewed regularly and unwanted material deleted.
- All pupils are appropriately dressed.

Parental Permission

Use of images of children require the consent of the parent / carer.

Permission for pupils' images to be used in the following situations will be obtained by all parents. Parents will be asked to sign a document when their child joins the school.

- Classroom activities;
- School displays;
- As a record of work undertaken by individuals or a group;
- School documentation such as prospectus, policies, portfolios of work, newsletters, concert programmes, etc.;
- Individual, team, class, whole school photographs made available to parents;
- Photographs taken by the wider community during public events such as concerts, sports days, school visits etc.;
- To inform and enhance the information presented about the school both internally and to a wider audience.

When photographic images are to be transmitted or shared beyond the school as in the following situations parental permission will be obtained when the child enters the school.

- Newspapers;
- Television programmes;
- Web pages and social media;
- Publications and reports compiled by outside agencies;
- Folders compiled by students / work placement personnel.

If a parent has concerns about their child being photographed, the Head Teacher will inform the staff concerned and make every effort to comply sensitively. Liaison with parents will take place to discuss the options available and a way forward.

Photographing And Videoing BY Parents / Carers (Parents' Evenings, Concerts, Presentations)

The following guidelines will be used to facilitate appropriate recording of children's images by parents / carers.

- Parental permission will have been obtained.
- Parents are provided with clear guidelines about when and where photography / videography can take place.
- No parents will be allowed to share photographs/videos onto social networking sites. (E.g Facebook, Twitter etc.)
- The children are dressed appropriately.

The school reserves the right to refuse photographic access when:

- Copyright will be infringed.
- Photography would be inappropriate e.g. a religious service or events taking place in venues where photography is restricted e.g. a leisure centre.
- There are health and safety issues.
- Pupils' safety and wellbeing would be jeopardised.

Children Photographing / Videoing Each Other

Pupils will be allowed to take cameras on school visits as appropriate. On residential courses pupils will only be allowed to use a camera during the designated activity periods.

Mobile Phones

In accordance with the School's policy on the use of mobile phones:

- Any pupil bringing a mobile phone into school should hand it into the school office from which it can be collected at the end of the day.
- Mobile phones are NOT permitted on any trip or residential experience organised by the school.

Use Of Professional Photographers

From time to time the school will use the services of professional photographers to take individual, class, team and whole school photographs. These will be made available to parents for purchase.

In so doing it is the school's intention to:

- Use a company known to and used by other schools;
- Ensure that pupils are supervised at all times;

Conclusion

Deri Primary School is committed to working in partnership with its school community to ensure that the pictures and images taken of children are done in such a way as to reflect the school's Vision and Aims as well as the protective ethos of the school. This policy will be reviewed regularly with the opinions of the school community and relevant outside agencies being sought and adhered to as appropriate.