



Woodlea Primary School
Safe Use of Children's Photographs and Videos

Being Reviewed by	Governing Body and Head Teacher
Review in	Autumn I 2024
Status & Review Cycle	2-year cycle
Next Review date	Autumn I 2026

Rationale

This policy outlines the purpose, nature and management of photographing children in school. (The term “photograph” includes video and live streaming, where appropriate, throughout the policy).

Capturing images in a variety of formats is now an integral part of everyday life in our society. This policy aims to balance the wish to use photographs to celebrate the progress and achievements of the school and its pupils, whilst addressing the possible risks to individuals captured in the images.

The implementation of this policy is the responsibility of all members of the school community, and visitors.

Principles and School Practice

Parental consent will be obtained from parents/carers on admission ([see Annex I](#)) regarding use of photographs of their child within and beyond the school. We ask for internal, external and newspaper consent. Consents are noted on Arbor and master lists are kept by office staff.

- It is the responsibility of parents/carers to inform the office if they wish to change their permission.
- External users e.g. sports clubs MUST obtain written permission from parents if they wish to photograph children e.g. for their websites. They must make it clear to parents how the photographs will be used, and how they will be stored.
- First names only will accompany any photographs used. (The local press sometimes requests both names – parents/carers will be informed if this is the case. This is in line with the [Data Protection Act](#))
- Children will only be photographed in suitable dress
- No children will be photographed if subject to a court order
- Parents/carers are informed every year regarding official school photographs taken by a commercial photographer
- A list of children without permission to be photographed will be issued to teachers annually and updated regularly when new pupils are admitted during the year.
- It is the head teacher’s responsibility to decide whether the publication of a photograph might pose a risk to a child.
- Any inappropriate use of images will be treated in the same way as any other child protection issue and in line with the [Safeguarding Policy](#).
- Images of children and adults are kept in albums and electronically on the school’s administrative system as part of the school’s records
- School albums will be kept in school and will not leave the school premises
- No member of school staff is permitted to put photographs of colleagues or pupils on social media sites.
- Parents/carers are not permitted to put photographs of any child other than their own on social media sites.
- Photographs of pupils who have left the school are deleted from the school’s network system, in line with GDPR regulations.

- Photographs of individual staff and governors will be removed from the 'picture board' once they have left the school
- Photographs of pupils taken to support evidence of their development will be stored according to our [Data Protection policies and GDPR](#).
- It may be necessary for staff teaching Reception age children to take pictures of EYFS evidence home for the purpose of updating records. These are taken on school iPads/laptops and removed once stored on the school's own network.
- Similarly, older children's exercise books or class folders may contain photographic evidence of their learning. Staff follow the same guidelines as EYFS staff.
- EYFS records and older children's exercise and/or topic books, may contain images of other children. These records are given to parents/carers on the understanding that they will comply with this policy.

Individual/group pupil photographs

Professional photographers are used to take individual/group pupil photographs. This is to ensure compliance with the data protection legislation and that:

- material is used only for the school's own purposes
- photographs are not used for any other purpose without seeking consent first
- the photographer does not share the photographs with any other party unless specifically required to do so under the contract with the school or where written permission has been given by the school
- the photographer/agency retains evidence that they have followed the steps set out above

Woodlea use the individual student portraits for security purposes and for use on child's Arbor profile.

Photographing & Videoing of Events by Parents/carers

Woodlea school recognises that parents/carers who attend school events like to capture special moments in photos or on video. In our school community, it is acceptable for parents/carers to video and photograph school events, where they have been invited to the setting, providing they comply with the guidelines set out in this policy and are in line with production copyright guidelines. The guidelines together with the points below are designed to enable parents/carers to gather and keep memories of their child's time at school without adversely affecting the safety and right to privacy of other families.

Parents/carers must always adhere to the following guidance when using photographic/videoing equipment at Woodlea school events:

- Photographs and videos captured at school events by parents/carers are for personal use only.
- Parents/carers wishing to take photographs or videos do not disrupt the children or affect the enjoyment of other parents/carers.
- Parents/carers respect the 'right to privacy' of other individuals.

- Images will be accessed and enjoyed by family members only.
- Photographs and videos from school events should not be posted online through any social media network such as Facebook, YouTube or Instagram nor any other website. While Woodlea school recognises the internet is an easy way to share treasured moments with family and friends we must ensure that we protect and safeguard all children and staff, many of whom do not want their photograph shared online. For others, doing so may compromise their safety. Parents/carers may not always know who these people are and Woodlea School requires everyone's support to protect the whole community. If these come to light, parents/carers will be asked to remove them and further steps taken if necessary.
- Parents/carers should not sell or distribute by any other means photographs or video taken at Woodlea school events.
- Members of staff at Woodlea school reserves the right to challenge any person using photographic/video equipment at a school event who they do not recognise or where they do not know that person's connection to pupils. The member of staff also reserves the right to ask the person to stop taking photographs/video if this cannot be established and to ask them to leave if they do not comply with this request.
- Parents/carers should only take photographs/video in the designated areas as set out by the school.
- Parents/carers should not take photographs in sensitive areas such as toilets or changing rooms at any time.
- At a swimming gala, parents/carers should not take photographs of children at all
- Parents/carers should be mindful of the appropriateness of the photographs/videos they are taking at all times. While Woodlea school will ensure that pupils are appropriately dressed while in the designated areas at the school event parents/carers should ensure that any photographs or footage taken is sensitive and appropriate.
- Parents/carers follow the policies of external venues (ie. other schools, sports halls, swimming pools etc.)
- Woodlea school reserves the right to ask a parent/carer to leave if they are observed taking inappropriate photographs/video or if they are observed covertly using photographic/video equipment. Where this occurs Woodlea school will follow necessary safeguarding procedure.
- Parents must abide by the copyright restrictions set out within any production rights which the school might have purchased for a school production. The school will inform parents if this applies.
- Woodlea school reserves the right to remove consent to take photographs/video at any time.

- Parents/carers are required to follow additional guidance in event programmes or announcements from school staff as to when photography and videoing is permitted.

Roles and Responsibilities

The Governing Body will review and amend the policy with the head teacher.

The head teacher will oversee the day-to-day implementation of the policy.

All staff will be familiar with and follow the policy.

Parents will ensure that the school is kept informed about their wishes and will comply with the policy if they wish to photograph or video school events.

Note: If children whose parents have not given permission for them to be photographed are attending off-site activities, school staff will do everything they can to ensure that their wishes are complied with. However, where there are third parties in attendance (e.g. local press or television), the school cannot take responsibility for their actions. The risk will be discussed with the parent, and the parent must make a decision about whether or not they wish to child to attend.

Monitoring, Evaluation and Legislation

This policy is reviewed and updated in line with:

- The Governors' Policy Review Cycle (2 year)
- [The Data Protection Act 2018](#)
- The General Data Protection Regulations
- [Child Protection legislation and regulations](#)

Any incidents are analysed, and changes made if necessary or appropriate.

Annex I

WOODLEA PRIMARY SCHOOL PHOTOGRAPHIC IMAGES OF CHILDREN CONSENT FORM

Name of Parent or Guardian _____

Child's Name: _____

Sometimes we take photographs of children either at the school or when they are involved in organised activities away from the school site. We may use the pictures in school publications, such as the prospectus, and on our website. We may also make video or web cam recordings for use by the school. To comply with the Data Protection Act 1998, we need your permission to photograph or make any recordings of your child.

Occasionally, the school may be visited by the news media (usually local newspapers) to take photographs or film of an event at the school. Pupils will often appear in these images, which will be published in local newspapers or even broadcast on television. A copy of the school's policy on Photographic Images of Children is available from the school office.

Please answer all 4 questions below, then sign and date the form.

1. May adults working in school and Woodlea children take photographs and videos of your child for use in school as part of our curriculum?

Please circle your answer: Yes / No

2. May we take photographs of your child and use them (unidentified by their full name):
- in school publications;
 - on the school's website;
 - on video or web cam?

Please note that websites can be viewed throughout the world and not just in the United Kingdom, where UK law applies.

Please circle your answer: Yes / No

3. Do you consent to your child being photographed by local newspapers and other news media, on the basis that their full names will be published along with the picture?

Please note that:

- (a) *newspapers will be asked to avoid using the child's name if their image is put on the newspaper's own website;*
(b) *this consent will also be taken to apply to television images, provided that your child is not named except with your specific agreement.*

Please circle your answer: Yes / No

4. If my child has the medical condition anaphylaxis, I consent for their photo to be displayed in the office and closed areas only for staff.

Please circle your answer: Yes / No / N/A

Declaration: My decision on whether to give consent will remain valid throughout my child's time at the school, unless I notify the school to the contrary in writing. I promise that if I, or members of my family, take photographs or video recordings at a school event, these will be kept for family use only.

Signed _____ (Parent/Guardian) Date _____