



Stukeley Meadows Primary School

PHOTOGRAPHY AND VIDEOS

March 2018





Stukeley Meadows Primary School



CARE CREATE COMPETE COLLABORATE PHOTOGRAPHY AND VIDEOS

Aims

- ┌ To provide a common sense approach to the taking of photographic and video images of children during school events.
- ┌ To comply with the requirements of the Data Protection Act 2018 and Human Rights Act 1998.

We believe there is no law stopping parents from taking photographs of their children at school events as photographs taken purely for personal use are exempt from the Data Protection Act 2018.

We understand that photographs taken for official school use and stored electronically with other personal data may be covered by the Data Protection Act 2018. We will take a common sense approach by informing and seeking the permission of pupils and their parents before any form of publication.

We will inform parents when the school has given permission for an official press photographer to take photographs during a school event which will then appear in the local press or in some other publication.

We believe this policy complies with the requirements of the Data Protection Act and also allows parents/carers to capture those precious moments when their children are taking part in school events. However, we still feel it courteous to seek the permission of parents/carers when we want to use images of their children in the school prospectus, on the school website, be used on a webcam for internal school use only, appear in printed educational publications, or appear on a professional video that will later be sold to raise money for the school.

We will ensure that photographs taken in school or off-site by school personnel of pupils working or taking part in school events will only be taken by using a school camera. Under no circumstance will a member of the school personnel use their mobile phone to photograph pupils or to send the image to parents.

We believe we have a duty to prevent the unauthorised taking and publication of images of school personnel.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body:

- has delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- will decide the conditions that apply to the taking of photographs at all school events in order that children are kept safe and that the performance is not disrupted and children and staff are not distracted;
- has a duty to prevent unauthorised taking and publication of images of school personnel;
- will protect the rights of school personnel by:
 - banning the use of mobile photographic phones by pupils in school;
 - where a parent takes a photograph of a member of the school personnel without that person's permission then we will request that the image is destroyed;



obtaining their permission to use their photographic image on the school website or in a school publication

- has responsibility for ensuring that the school complies with all equalities legislation;
- has nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- has responsibility for ensuring funding is in place to support this policy;
- has responsibility for ensuring this policy and all policies are maintained and updated regularly;
- make effective use of relevant research and information to improve this policy;
- has responsibility for ensuring all policies are made available to parents;
- has responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- protect the rights of all children in the school;
- protect the rights of school personnel;
- provide guidance, support and training to all staff.

Role of School Personnel

School personnel will:

- be aware that the Governing Body acknowledges that:

school personnel have the right not to have their photograph taken without their express consent;

under Article 8 of the Convention – Human Rights Act 1998 that individuals have the ‘right to respect for private and family life.’ This right is infringed where images of employees are taken without their consent, and especially where these images are manipulated or published without their consent.

- comply with all aspects of this policy;
- inform the Headteacher if photographic images have been taken of them without their consent;
- under no circumstance use their mobile phone to photograph pupils or to send the image to parents.

Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- not take photographs of any member of the school personnel without their consent;
- not post photographic images of any member of the school personnel without their consent on social media.

Role of Parents

Parents/carers will:

- be aware of and comply with this policy;
- be asked to complete the consent form so that images of their children may be used:

in the school prospectus;



- on the school website;
 - on video or webcam;
 - in the media;
 - appear in any printed educational publication;
 - appear on a professional video that will later be sold to raise money for the school.
-
- not take photographic images of children when they are changing for any school event;
 - not take photographs of any member of the school personnel without their consent;
 - not post photographic images of any member of the school personnel without their consent on social media;

Use of Mobile Phones and Digital Photography Policy

Children have their photographs taken to provide evidence of their achievements for their development records, e.g. Early Years Foundation Stage. Staff, visitors, volunteers and students are not permitted to use their own mobile phones to take or record any images of school children for any media for their own records during the school day.

Procedures

- ⌞ Under the Data Protection Act, the School must seek parental consent to take photographs and use video recorders.
- ⌞ The School's digital cameras must not leave the school setting (unless on an educational visit) and must be kept securely. Photographs are printed in the setting by staff and images are then removed from the camera memory.
- ⌞ Photographs may be taken during indoor and outdoor play and learning and displayed in School and in albums or a child's development records for children and parent/carers, governors, Ofsted, LA officers, to look through.
- ⌞ Often photographs may contain other children in the background.
- ⌞ Events such as Sports Day, outings, Christmas and fundraising events may be recorded by video and photographs by staff and parent/carers but always in full view of all attending. Parents/carers must not post photographs or video containing other children on social media websites.
- ⌞ On occasion, the School might like to use photographs of children taking part in an activity to advertise/promote the school via the website, with permission.
- ⌞ Many mobile phones have inbuilt cameras so staff mobile phones must not be used to take pictures of children in our School. Any mobiles taken into classrooms must be switched off and locked securely. Visitors may only use their phones in the foyer or outside the building and should be challenged if seen using a camera inappropriately or photographing children.
- ⌞ The use of cameras and mobile phones are prohibited in toilets and at the School discos. Mobile phones must not be used in classrooms, unless deemed an emergency.
- ⌞ All School cameras and videos should be kept securely at all times and used with appropriate authority