



**POLICY FOR:** Photography and Filming Children

**Responsible person:** Mrs Kelly Collins

**Date adopted:** August 2016

**Reviewed:** June 2018

## **1 Introduction**

- 1.1 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.
- 1.2 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**

- 2.1 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. This 'rolling' consent will allow the school to take pictures of pupils engaged in educational activities such as sports events, drama productions, residential trips, etc., and to use these pictures internally and on our website. Where parents or carers do not give their consent, then the children concerned will not be photographed or videoed.
- 2.2 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 School performances**

- 3.1 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.
- 3.2 When permission has been given, the school will observe the way in which photographs are being taken during the performances and will withdraw the right of anyone to bring a camera of any sort if they are felt to be making inappropriate images. For example, photography is forbidden when pupils are changing for events or performances.
- 3.3 These, or any other, photographs of a child, other than a parent's own child, must not be uploaded onto the internet, including Facebook or any other social interaction sites, without the express permission of the child's parent or carer.

### **4 The Internet**

- 4.1 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.
- 4.2 Photographs of children taken by parents at school events should be taken for their own personal use only. Such photographs cannot be sold and must not be put on the internet including social networking sites, due to existing Data Protection legislation.

### **5 Mobile phones**

- 5.1 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 at the start of the school day and collect them at the end. Adults may bring in mobile phones but must not use them, or any other personal device to take pictures of children. This is reinforced within our *Acceptable Use Policy*.

### **6 Use of digital cameras**

- 6.1 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.
- 6.2 Images will be made only as appropriate for school-related activities.
- 6.3 Children will be taught how to take pictures, and they will be supervised by an adult when they have access to a digital camera.
- 6.4 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.

### **7 Media publications**

- 7.1 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. For example, the netball team may have won a regional competition, or the school may have raised money for a charity whose representative wants to receive the donation in person.

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. Inappropriate behaviour**

- 8.1 If someone is suspected of taking inappropriate or unauthorised pictures then the school will ask them to stop and leave the site. The incident should be recorded and, if appropriate, reported to the Police.
- 8.2 Students, staff or parents could make and distribute images of people without the school's knowledge or consent. Images can be obtained in a number of different ways, for example by mobile phone, camera, web cam and video camera. Croyland Primary School will make it clear in all relevant policies that taking pictures of people without their knowledge or permission (including permission from the school), or misusing or defacing images is not allowed and that there will be consequences for inappropriate behaviour.