



## Photographic and Video Use Policy Autumn 2019

### **Mission Statement**

*“Through Christ who strengthens us, all will flourish at our school with Faith, Love and Excellence.”*

### **Rationale**

The safeguarding of the children at Thorpe Church of England Primary School is of utmost importance. This document sets out the School’s policy on the taking of and use of photographic images of children in the school and seeks to balance the celebration of the life of the school for which purpose those images are properly used and the rights of individuals not to be photographed.

This Policy sets out to ensure that:

- individual rights are respected;
- photographs are only used for the purpose intended;
- school use of photographs is facilitated;
- personal family photography is allowed where possible;
- parents are given the opportunity to opt out.

Throughout this policy ‘photography’ refers to digital images, DVDs, videos and photographic prints or slides. ‘In school’ refers to all occasions whenever and wherever pupils are the responsibility of staff. ‘Parent’ refers to anyone with parental rights and responsibilities in relation to a pupil.

### **Permission**

Parents will be asked, for each child at entry into Reception or to our school, if in-year, for their permission for photographs to be taken and used in accordance with this policy.

Photography taken by staff, parents and third parties:

Staff:

- may take photographs of children at school or on school visits and events for use in school or on school Twitter account.
- may use school cameras for the purpose of recording the life of the class; for use in school or on school Twitter account.
- class journals; for use in display; for use in assessment for learning; and for any other appropriate purpose related to the life of the school.
- will make every effort to ensure that a breach of privacy is not made where permission for a child to be photographed has been withheld.
- must ensure photographs are securely stored and only used by those authorised.
- will make every effort to destroy or delete photographs from databases once they are no longer required for the purpose for which they were taken. For example, a photograph for identification purposes may endure for several years but should not be retained when replaced or expired.
- will ensure that photographs contributing to the history of the school, its pupils, activities or the community can be retained indefinitely.



**Parents:**

- should be able to take photographs of their own children at awards ceremonies, school concerts/shows and sporting events. However, care must be taken not to interfere with the smooth running of the event or to compromise health and safety of those children who, for legal reasons, cannot have their photos taken. Parents who wish to take photographs may be asked to wait until a specific time as photography during performances, liturgies/collective worship or a school trip is not permitted.
- should be aware that videoing is not allowed at school events:
  - For child protection or safeguarding reasons.
  - Because other parents have not given permission for their child to be photographed.
  - So that everyone can enjoy the performance or activity without being hindered by cameras and screens in front of them.
  - So that children can see their parents' faces and feel proud.
  - Young children can get intimidated if faced with a sea of screens and tablets
- accompanying a school trip should not take photographs except when using a school camera.
- should be made aware that, when class or group photographs are taken by a commercial agency, the photographer retains copyright. Parents must be given contact details of the agency used.

**Third parties:**

- from time to time, may be invited by the headteacher to cover school events or to highlight pupil successes and the photos used in school publications or the wider media. In such cases, only children whose parents have given permission should be photographed.
- photographs of children used in publications outside the control of the school should not be named.