



## BLETCHINGLEY VILLAGE PRIMARY SCHOOL

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### **Safe Use of Children's Photographs and Videos Policy 2023**

#### **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 regarding use of photographs of their child within and beyond the school. A master list is 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 pupil records policy 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/profiles. These are taken on school 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.

### **Photographing & Videoing of Events by Parents/carers**

In our school community, it is acceptable for parents/carers to video and photograph school events, providing they comply with the guidelines on display. 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.

It is expected that:

- 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 (ie. they do not appear on TV programmes or the internet etc.)
- Parents/carers must not put pictures of other people's children on any social media sites eg Facebook. If these come to light, parents/carers will be asked to remove them and further steps taken if necessary.
- Parents/carers follow the policies of external venues (ie. other schools, sports halls, swimming pools etc.)

### **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 and Evaluation**

This policy is reviewed and updated in line with the Governors' Policy Review Cycle. Any incidents are analysed, and changes made if necessary or appropriate.

Review date: October 2024