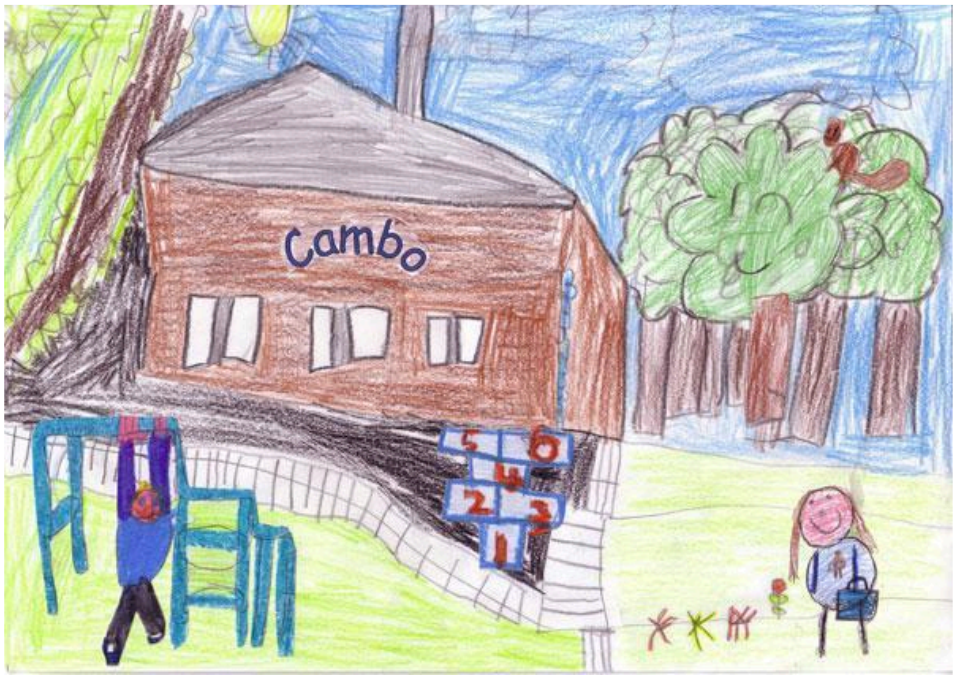
Cambo First School

Photography and Videos at School Policy



Last updated: 14/2/24

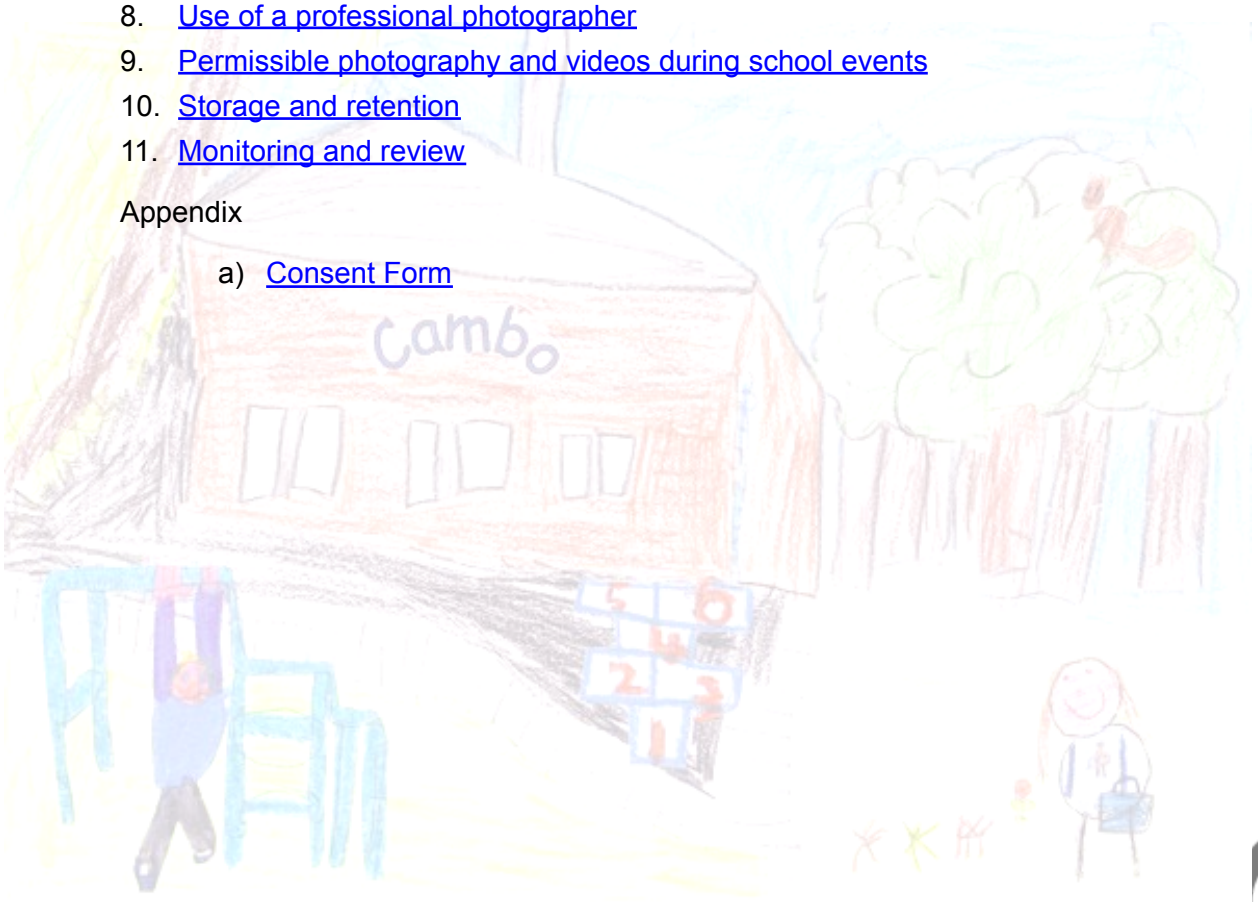
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POLICY

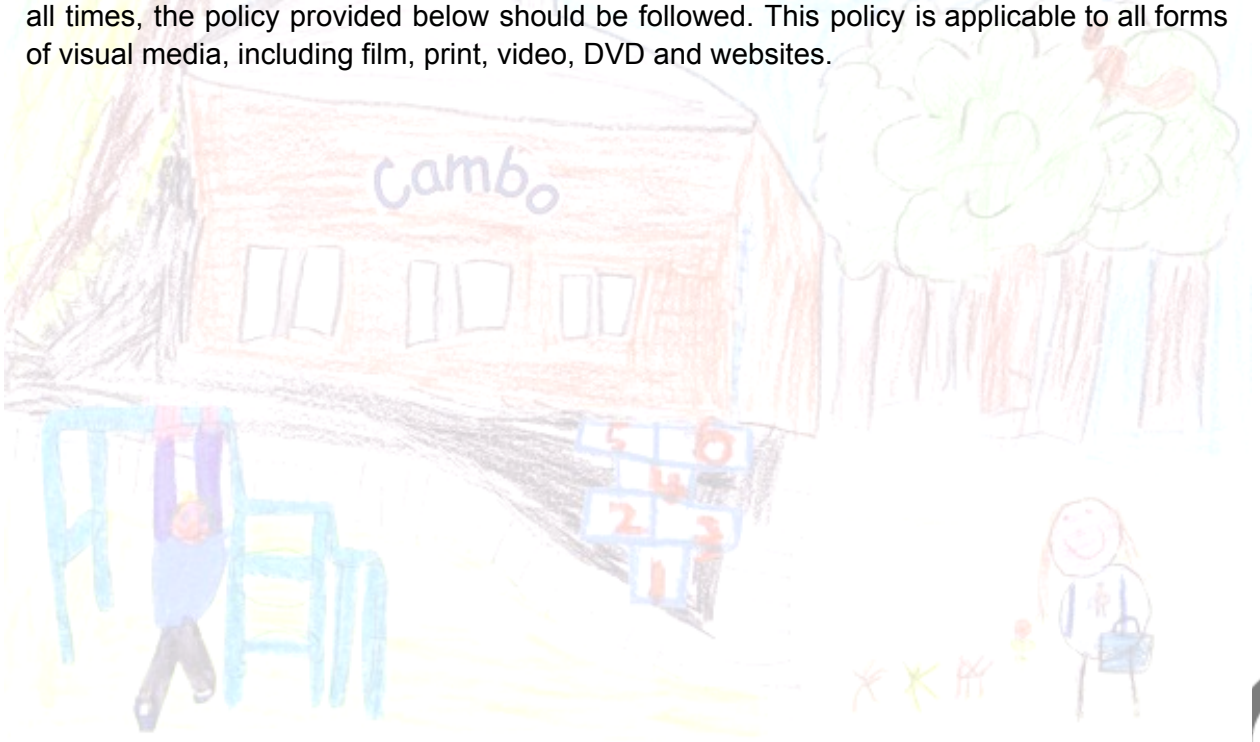
1.1. Statement of intent

At Cambo First School we use imagery and videos for a variety of purposes, including prospectuses, , Tapestry, display boards, educational purposes, conferences and the school website. We understand that parents may also wish to take videos or photos of their children participating in school events for personal use.

Whilst we recognise the benefits of photography and videos to our school community, we also understand that these can have significant risks for those involved. Under the Data Protection Act 1998 and the revisions to this Act May 2018. The school has specific responsibilities in terms of how photos and videos are taken, stored and retained.

The school has implemented a policy on the safe use of cameras and videos by staff and parents to reflect the protective ethos of the school with regard to pupils' safety.

In order to ensure that, as far as possible, the use of photography and video is used safely at all times, the policy provided below should be followed. This policy is applicable to all forms of visual media, including film, print, video, DVD and websites.



Signed by:

Paula Cummings	Headteacher	Date:	Feb24
P.A.V. Walker	Chair of governors	Date:	Spring Governors Meeting

POLICY

1. Legal framework

1.1. This policy has due regard to statutory legislation including, but not limited to, the following:

- The Data Protection Act 1998
- The UK General Data Protection Regulation (UK GDPR)
- The Data Protection Act 2018 (DPA 2018)
- The Children Act 1989
- The Children Act 2004
- The Equality Act 2010
- Keeping Children Safe in Education 24

1.2. This policy will be used in conjunction with all of the Safeguarding policies including:

- Data Protection Policy
- E Safety
- Safeguarding
- Acceptable Use
- ICT
- Mobile Phone/Device Policy
- Remote Education Policy
- Anti bullying
- Behaviour

2. Definitions

For the purpose of this policy:

2.1. **"Personal use"** of photography and videos is defined as the use of cameras to take images and recordings of children by relatives, friends or known individuals, e.g. a parent taking a group photo of their child and their friends at a school event. These photos and videos are only for personal use by the individual taking the photo, and are not intended to be passed on to unknown sources. The principles of the Data Protection Act 1998 do not apply to images and videos taken for personal use.

2.2. **"Official school use"** is defined as photography and videos which are used for school purposes, e.g. for building passes. These images are likely to be stored electronically alongside other personal data. The principles of the Data Protection Act 1998/GDPR 2018 apply to images and videos taken for official school use.

2.3. **"Media use"** is defined as photography and videos which are intended for a wide audience, e.g. photographs of children taken for a local newspaper. The

principles of the Data Protection Act 1998/GDPR 2018 apply to images and videos taken for media use.

2.4. Staff may also take photos and videos of pupils for "**educational purposes**". These are not intended for official school use, but may be used for a variety of reasons, such as school displays, special events, assessment and workbooks. The principles of the Data Protection Act 1998/GDPR 2018 apply to images and videos taken for educational purposes.

3. Roles and responsibilities

3.1. The **headteacher** is responsible for submitting consent forms to parents at the beginning of the academic year with regards to photographs and videos being taken whilst at school.

3.2. The **headteacher** is responsible for ensuring that all photos and videos are stored and disposed of correctly, in line with the Data Protection Act 1998/GDPR 2018.

3.3. The **designated safeguarding lead (DSL)** is responsible for liaising with social workers to gain consent for photography and videos of LAC pupils.

3.4. The **DSL** is responsible for informing the **headteacher** of any known changes to a pupil's security, e.g. child protection concerns, which would mean that participating in photography and video recordings would put them at significant risk.

3.5. The **headteacher** is responsible for deciding whether parents are permitted to take photographs and videos during school events.

3.6. Parents are responsible for completing the Consent Form on an **annual** basis.

3.7. Parents are responsible for informing the school in writing where there are any changes to their consent.

4. Parental consent

4.1. All parents will be asked to complete the Consent Form on an annual basis, which will determine whether or not they allow their child to participate in photographs and videos.

4.2. The Consent Form will be valid for the full academic year, unless the pupil's circumstances change in any way, e.g. if their parents separate, or consent is withdrawn. Additional consent forms will be required if the pupil's circumstances change.

4.3. If there is disagreement over consent, or if a parent does not respond to a consent request, it will be treated as if consent has not been given, and photographs and videos will not be taken or published.

4.4. All parents are entitled to withdraw or change their consent at any time during the school year.

4.5. Parents will be required to confirm on the consent form, in writing, that they will notify the school if their child's circumstances change in any way, or if they wish to withdraw their consent.

4.6. For any LAC pupils, or pupils who are adopted, the **DSL** will liaise with the pupil's social worker, carers or adoptive parents to establish where consent should be sought. Consideration will be given as to whether identification of an LAC pupil, or pupils who are adopted, would risk their security in any way.

4.7. Consideration will also be given to any pupils for whom child protection concerns have been raised. Should the **DSL** believe that taking photographs and videos of any pupils would put their security at further risk, greater care will be taken towards protecting their identity.

4.8. A list of all the names of pupils for whom consent was not given will be created by the headteacher, and will be circulated to all staff members. This list will be updated annually, when new consent forms are provided.

4.9. If any parent withdraws or changes their consent, or the DSL reports any changes to a pupil's security risk, or there are any other changes to consent, the list will also be updated and re-circulated.

5. General procedures

5.1. Photographs and videos of pupils will be carefully planned before any activity. Where photographs and videos will involve LAC pupils, adopted pupils, or pupils for whom there are security concerns, the headteacher will liaise with the DSL to determine the steps involved.

5.2. When organising photography and videos of pupils, the headteacher, as well as any other staff members involved, will consider the following:

- Can general shots of classrooms or group activities, rather than individual shots of pupils, be used to fulfil the same purpose?
- Could the camera angle be amended in any way to avoid pupils being identified?
- Will pupils be suitably dressed to be photographed and videoed?
- Will pupils of different ethnic backgrounds and abilities be included within the photographs or videos to support diversity?
- Would it be appropriate to edit the photos or videos in any way? E.g. to remove logos which may identify pupils?
- Are the photographs and videos of the pupils completely necessary, or could alternative methods be used for the same purpose? E.g. could an article be illustrated by pupils' work rather than images or videos of the pupils themselves?

5.3. The list of all pupils of whom photographs and videos must not be taken will be checked prior to the activity. Only pupils for whom consent has been given will be able to participate.

5.4. The staff members involved, alongside the headteacher, will liaise with the DSL if any LAC pupil, adopted pupil, or a pupil for whom there are security concerns is involved. (see section 6 of this policy)

5.5. School equipment will be used to take photographs and videos of pupils. Exceptions to this are outlined in section 7 of this policy.

5.6. Staff will ensure that all pupils are suitably dressed before taking any photographs or videos.

5.7. Where possible, staff will avoid identifying pupils. If names are required, only first names will be used.

5.8. The school will not use images or footage of any pupil who is subject to a court order.

5.9. The school will not use photographs of children or staff members who have left the school, without their consent.

5.10. Photos and videos that may cause any distress, upset or embarrassment will not be used.

5.11. Any concern relating to inappropriate or intrusive photography or publication of content is to be reported to the **headteacher**.

6. Additional safeguarding procedures

6.1. The school understands that certain circumstances may put a pupil's security at greater risk and, thus, may mean extra precautions are required to protect their identity.

6.2. The DSL will, in known cases of a pupil who is an LAC or who has been adopted, liaise with the pupil's social worker, carers or adoptive parents to assess the needs and risks associated with the pupil.

6.3. Any measures required will be determined between the DSL, social worker, carers and adoptive parents with a view to minimise any impact on the pupil's day-to-day life. The measures implemented will be one of the following:

- Photos and videos can be taken as per usual school procedures
- Photos and videos can be taken within school for educational purposes and official school use, e.g. on registers, but cannot be published online or in external media
- No photos or videos can be taken at any time, for any purposes

6.4. Any outcomes will be communicated to all staff members via a staff meeting and the list outlining which pupils are not to be involved in any videos or photographs, held in the school office, will be updated accordingly.

7. School-owned devices

7.1. Staff are encouraged to take photos and videos of pupils using school equipment; however, they may use other equipment, such as school-owned mobile devices, where consent has been sought from the headteacher prior to the activity.

7.2. Where school-owned devices are used, images and videos will be provided to the school at the earliest opportunity, and removed from any other devices.

7.3. Staff will not use their personal mobile phones, or any other personal device, to take images and videos of pupils.

7.4. Photographs and videos taken by staff members on school visits may be used for educational purposes, e.g. on displays or to illustrate the work of the school, where consent has been obtained.

7.5. Digital photographs and videos held on the school's drive are accessible to staff only. Photographs and videos are stored in labelled files, annotated with the date, and are only identifiable by year group/class number/topical area being covered – no names are associated with images and videos. Files are password protected, and only staff members have access to these passwords – these are updated half termly to minimise the risk of access by unauthorised individuals.

2. **Use of a professional photographer**

2.1. If the school decides to use a professional photographer for official school photos and school events, the headteacher will:

- Provide a clear brief for the photographer about what is considered appropriate, in terms of both content and behaviour.
- Issue the photographer with identification, which must be worn at all times.
- Let pupils and parents know that a photographer will be in attendance at an event and ensure they have previously provided consent to both the taking and publication of films or photographs.
- Not allow unsupervised access to pupils or one-to-one photo sessions at events.
- Communicate to the photographer that the material may only be used for the school's own purposes and that permission has not been given to use the photographs for any other purpose.
- Ensure that the photographer will comply with the requirements set out in the Data Protection Act 1998/GDPR May 2018.
- Ensure that if another individual, such as a parent or governor, is nominated to be the photographer, they are clear that the images or videos are not used for anything other than the purpose indicated by the school.

3. **Permissible photography and videos during school events**

3.1. If the **headteacher** permits parents to take photographs or videos during a school event, parents will:

- Remain seated while taking photographs or videos during concerts, performances and other events.
- Minimise the use of flash photography during performances.
- In the case of all school events, make the focus of any photographs or videos their own children.
- Avoid disturbing others in the audience or distracting pupils when taking photographs or recording video.
- Ensure that any images and recordings taken at school events are exclusively for personal use and are not uploaded to the internet, posted on social networking sites or openly shared in other ways.
- Refrain from taking further photographs and/or videos if and when requested to do so by staff.

8. Storage and retention

8.1. Hard copies of photos and video recordings held by the school will be annotated with the date on which they were taken and will be stored in the school office. They will not be used other than for their original purpose, unless permission is sought from the headteacher and parents of the pupils involved.

8.2. Digital photographs and videos will be deleted from the school drive as soon as they have fulfilled the purpose(s) they were obtained for.

8.3. Staff will review stored images and videos on a half termly basis to ensure that all unwanted material has been deleted.

8.4. Parents must inform the school in writing where they wish to withdraw or change their consent. If they do so, any related imagery and videos involving their children will be removed from the school drive immediately.

8.5. Where hard copies of photographs or videos are held, these will be disposed of either by returning to the pupil's parents, or by shredding, as appropriate.

8.6. Where a pupil's security risk has changed, the DSL will inform the headteacher immediately. If required, any related imagery and videos involving the pupil will be removed from the school drive immediately. Hard copies will be removed by returning to their parents or by shredding, as appropriate.

8.7. Official school photos are held on SIMS alongside other personal information, and are retained for the length of the pupil's attendance at the school plus one year. [please refer to Data Protection Policy 2017]

9. Monitoring and review

9.1. This policy will be reviewed on a **biennial, or as and when necessary** basis by the **headteacher**. The next scheduled review date for this policy is **October 2026**

9.2. Any changes to this policy will be communicated to all staff members and, where appropriate, parents.

Consent Form

Name of pupil:	
Name of parent:	
Year group	

Dear parent,

Please understand that, occasionally, photographs of your child at school may be used in printed publications like the school prospectus and newsletters, project display boards or on the school website. Video or webcam recordings may also be used for school conferences or educational purposes.

Our school may also be visited by the media in order to celebrate a particular achievement or as part of footage for a high-profile event.

To comply with the Data Protection Act 1998 and the GDPR May 2018, and to protect your child's interests, please read the conditions of use and complete and submit the form below.

Please tick the relevant boxes where you give your consent to photographic images and videos of your child being used. Please also indicate whether you consent to your child's name being associated with their image.

	Agree to: Use of images or videos	**Agree to: My child being named**
In school materials aimed at the school community, e.g. prospectus, newsletter, displays around school		
On the school website		
In media/press coverage of the school		

I confirm that I have read and agree to the terms contained within this consent form, and agree to inform the school, in writing, of any changes to my consent.

Parent signature:	
Date:	

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