

## **Policy: Using of photographs and videos in schools**



Before developing a policy for the use of photographs and videos in schools' senior leaders and governors have made decisions regarding the following issues:

- Are they comfortable with parents taking photographs during events? If so how will they monitor the use?
- What is their attitude towards pupils having a mobile phone/ camera in school?
- What will they do if images of children or staff are posted on social media sites without permission?
- Who will grant permission for the school to use images of LAC?

The school is aware that the Data Protection Act 1998 does not apply to images of children taken purely for personal use by their parents/carers at an organised event and should not be used as a reason to stop them doing so. However, the school must have procedures and policies in place to ensure that these images and their use do not adversely affect the safeguarding of pupils and staff.

The Governing Body must also ensure that other bodies or organisations using the school premises adhere to the appropriate policies and procedures.

The following wording could be used as appropriate in a school policy for the use of images:

### **Consent forms**

- Parents will be asked to sign a consent form granting permission to publish photographs around the school, in school publications and on the school website, ParentHub and Evidence Me. This permission will have effect throughout the child's time at Holmesdale Infant school, unless it is withdrawn in writing by the parent/carer.
- If parents/ carers disagree over consent for their child, it will be treated as if consent has not been given.

### **Images taken by parents, carers and family members**

- The school will inform parents/carers if an event is one at which images can be taken.
- Parents, carers, family members and friends can take images of their child and friends participating in school activities for family and personal use.
- Parents/carers will be asked not to share any images they take during any event on any social media platforms.
- The school may limit photography and video filming to designated areas so that events are not disrupted.
- Use of cameras and other equipment may be monitored by staff to ensure appropriate use.

- Only images of children suitably dressed will be allowed to reduce the risk of images being used inappropriately.

### **If the school does not want parents/carers to take photographs**

- Filming or photographing of school events by parents is discouraged. The school will record the event and make copies available to all parents, for which there may be a charge.

### **Use of images by the school**

- The school will only take and use images that are appropriate and not open to misuse.
- No image will be used without consent
- Children's names be not be published if an image of them is used.
- Children will be given the option to not have their image used if they are the only focus of the picture.
- Images will be held securely and removed after the pupil has left the school.
- The school will only use appropriate images on its' platforms and filenames will not identify children's names.
- The school will make every effort to prevent an image of pupil who should not be identified from being taken.
- Staff may take photos for assessment/evidence gathering purposes. These images will be held securely and not kept on staff phones/mobile devices.

### **Images taken by pupils**

- Staff will supervise and maintain control over any photographing pupils do during on-school or off-site activities.
- Camera phones are less visible and can be used to bully or take inappropriate images. It is not school policy to allow pupils to bring camera phones on site, their use should not be permitted when children are changing, in toilets or in other areas with a heightened expectation of privacy.
- If it is found that cameras or camera phones have been misused, the school will follow its usual disciplinary procedures.

### **Images taken by the media**

- If the media are invited into school for publicity purposes parents/carers of those children likely to appear will be informed
- The media operate under their own Code of Practice and are subject to a separate set of regulations.

### **Video conferencing and webcams**

- Webcams and video conferencing will only be used in appropriate circumstances such as a normal class setting.
- Both children and teachers will be made aware of when a webcam is in use.

**Further guidance**

- Written guidance will be provided to remind parents/carers that any images must be taken for personal use only and that images including others must not be put on the internet or sold.
- People with no connection to the school will not be allowed to take photographs and staff may question anyone attempting to do so that they do not recognise.

This policy includes the use of mobile phones to capture and manipulate images and is designed to ensure that the school is better able to protect children from the potential harm that the misuse of images could cause.