



**Burnham on Crouch
Primary School**
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PHOTOGRAPHY AT SCHOOL EVENTS POLICY

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Governing Body advised: Autumn 2018

Burnham on Crouch Primary School

POLICY ON PHOTOGRAPHY AT SCHOOL EVENTS

There are key events in the life of a school where the parent and wider community will naturally wish to have a visual memory.. Unfortunately, the actions of a minority in misusing visual images, in particular through the use of the Internet, have meant that local authorities and schools need to pay particular attention to the requirements of data protection legislation. In order to protect the interests of the children in our care we have adopted the following policy.

1. Seeking permission from parents

The basic principle is that **written permission must be sought for children to be photographed (including video) during school events**, such as nativity plays or sports days. At this school we do this by obtaining written 'blanket' consent of parents to the effect that they have no objection to their child being photographed, either by official photographers (perhaps from the press, or as otherwise arranged by the school) or by others present during any school events on or off site. Such permission is obtained when children start school but will also be sought for other year groups as an interim measure.

There is, of course, a limit to the control a school can have over other people taking pictures off site; but this refers to the invited audience, or participants, rather than to anyone who might just happen to be there, and for whose actions the school could not reasonably be expected to be responsible.

2. Using a professional photographer

Where the school engages a professional photographer to record a school event, either alongside any other photographer, or as the sole photographer, we will ensure that they are prepared to work according to the County Council's guidelines which prescribe the following (press photographers often work to a similar code of practice as a matter of course):

- In the context of data protection legislation, the photographer will be considered as a "Data Processor" and any agreement with them should be in accordance with the Data Protection Act 1998.
- We will only use photographers who guarantee to act appropriately to prevent unauthorised or unlawful processing and against accidental loss or destruction of, or damage to, the personal data including photographs.
- Photographers will be asked to sign up to an agreement with the school that should take into account the following:
- That the photographer will comply with the requirements set out in the Data Protection Act 1998 (most professional photographers will be aware of these requirements).
- 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.
- That the photographer may not disclose the photographs to any other party unless specifically required to do so in order to fulfil the requirements under the contract or where written permission has been given by the School.
- The photographer must comply with the steps set out above.

- The photographer will be responsible for keeping his own records as evidence that he has carried out the above.

3. Nominating a non-professional to be the authorised photographer

Where we nominate another individual – say a parent or a governor – to be the photographer, they must be quite clear that the images may not be used for anything other than the purpose indicated by the school.

4. Charging for photographs/videos

Where a nominated photographer (professional or otherwise) is used, the proceeds from any sale of photographs or copies of videos should go to the School Fund and the images should be sold at cost price.

6. Conclusion

No-one would reasonably wish to constrain the legitimate use of photography at what are intended to be happy events for the school community and for individual families. **Where a parent or carer does object, either in general, or in respect of a particular event, however, this could well result in the child not being able to take part in some, or all, of the activity.**

The class teacher, or the Headteacher, will meet with the parent/carer to discuss their concerns and will talk through the implications of such exclusion from the child's point of view.

This policy has been adapted from the LA guidance issued March 2016.