



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

Agreed by SLT & Staff consulted: Autumn 2021

Review date: Autumn 2024

Governing Body advised: Autumn 2021

# Burnham on Crouch Primary School

THIS DOCUMENT is a statement of the principles for Photography for Burnham-on-Crouch Primary School.

## **Purpose of the Policy**

THIS DOCUMENT provides guidance for the taking, use and distribution of photographs in relation to Burnham-on-Crouch Primary School.

## **Aims**

Our aims are that:

- Photography will be used to record children's time at our school and to promote the work and organisation of the school
- The rights of the individual are respected, including children and adults
- Every child is safe and child protection procedures are implemented
- Personal family photography is allowed where possible
- Parents are encouraged to act responsibly in regard to the existence and/or distribution of photographs of pupils and staff
- To protect the interests of the children in our care

## **Definition of Photography**

Where cameras/video recorders are referred to in this policy, this includes the use of all equipment capable of taking photographs/videos, including cameras/video recorders within mobile phones, portable computers and other devices. Photography includes photographic prints and transparencies, video, film and digital imaging.

## **Principles**

Photography in schools traditionally forms a valued part of each family's record of their child's progress and a celebration of success and achievement at school. Children's photographs add colour, life and interest to materials and articles promoting school activities and initiatives. This can increase pupil motivation and enable parents and the local community to identify and celebrate the school's achievements.

Photography of pupils in schools is subject to the Data Protection Act 1998 regarding the rights of individuals to have information of a personal nature treated in an appropriate manner and the Human Rights Act 1998, protecting the privacy of individuals and families. It has been subject to General Data Protection Regulation from May 2018.

Parental photography is secondary to the main aims and purposes of performances and other school events and must not be allowed to interfere with opportunities for pupil participation. Some children are unable to be photographed for legal reasons and we would not want these children to be excluded from school events.

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.

## Strategies

- When a child starts at the school, a permission form is completed by parents, stating their decisions regarding photography (including video) of their child
- Refusing consent will not be detrimental to the pupil who will still be included in all activities.
- Consent can be withdrawn at any time by informing the office in writing
- Once signed, this consent is in place for the duration of the child's time at the school.
- All teachers have a list of pupils who have not been given permission for their photos to be displayed publicly.
- **Staff and volunteer helpers will only use school equipment for taking photographs/videos of the children.**
- Images are stored securely on the school network and iPads/iPod and used only by those authorised to do so.
- Parental photography must not include any child whose parent has refused consent for any reason. This may mean offering photography opportunities before or after the event to those who wish to be involved. **Children may need to be removed as necessary.**
- We will continue to use photographs/videos/audio to celebrate achievements of our children, such as on wall displays, on the school website and in the press.
- Photographs will be put onto our website with parental consent only. Discretion will be shown when selecting these photos. Names will not be disclosed with these photographs.
- Photography/use of videos will only be allowed when children are suitably dressed.
- Staff will not upload photographs of pupils/staff/any school event onto social networking sites other than the Twitter Account operated by the school **as long as the child's parent/carer has not withdrawn their permission for their child to be photographed.**
- Photos may only be distributed via email with the prior permission of the Headteacher.
- Where practical, photographs may be taken by staff, parents and other guests or professional photographers attending school events or during class activities. Photography must not, however, be allowed to disturb performances or the smooth running of events or affect the safeguarding of pupils, staff and visitors.
- Parents/visitors are asked not to upload onto social networking sites /distribute photographs containing staff/children other than their own, without the permission of those children's parents or staff members which will be agreed.
- Parents/visitors must act responsibly in the existence/distribution of photographs of pupils and staff in respect of their privacy and welfare.
- **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.

### **Responsibilities**

**THE SENIOR LEADERSHIP TEAM** (Headteacher and senior staff) work towards the School’s aims by:

- Taking lead responsibility for implementing, monitoring and evaluating the effectiveness of the Photography Policy throughout the schools, including on Educational Visits
- Recording and reporting incidents of serious misconduct

**SCHOOL STAFF volunteers** work towards the School’s aims by:

- Implementing the Photography policy throughout the schools, including on Educational Visits
- Being aware of children who cannot be photographed, for legal reasons/parental choice
- Preventing photographs from being taken/removing children from a photographic opportunity, as appropriate
- Reporting any misuse of photographs immediately to the Headteacher

**GOVERNORS** work towards the School’s aims by:

- Monitoring the implementation of this policy
- Writing visit notes and recording information collected
- Feeding back to the Senior Leadership Team as appropriate
- Reporting back to the Governing Body
- Reading reports/minutes produced by staff, other professionals, governors or committees
- Taking reports of misconduct seriously and taking action where necessary

**PARENTS** work towards the School's aims by:

- Supporting the photography policy
- Acting responsibly in the taking/distribution of photographs of pupils and staff in respect of their privacy and welfare
- Photos taken are used only for their own personal family records
- Only uploading photographs of their own children onto social networking sites, except with the permission of staff and parents of other children, in the photographs
- Reporting any misuse of photographs immediately to the Headteacher

### **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.

### **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.

### **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.