

# OAKDALE PRIMARY SCHOOL



## Use of Photography in School Policy

Date approved	March 2019
Date of next Review	March 2020

# Use of Photography in School Policy

## 1. Introduction

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.

As well as these statutory rights, restrictions on photography arise from issues of child protection and copyright on performances.

The term photograph covers any form of visual imaging, whether on film or in digital format. 'In school' is whenever and wherever pupils are the responsibility of the school.

## 2. Aims

- To protect the right of parents to consent to their child/children being photographed for particular purposes at school.
- Emphasise the school's protective ethos towards pupils in respect of potential inappropriate use of visual images of children.
- Avoid children being distracted by photographic activity during events.
- Enable all visitors at school productions to enjoy the event without the distraction of others taking photographs or videos near them
- Allow personal family photography where possible.

## 3. Child Protection

Risk occurs when individual pupils can be identified by their names alongside photographs. Therefore we will only name the children in photographs that are displayed within classrooms. We will not provide names for any other purpose unless special parental consent has been received.

Should the school learn about any inappropriateness of image use involving our pupils, we will immediately act and report it as we would for any other child protection issue.

## 4. Parental consent

All parents are asked to give their consent for photography of their child by completing a permission slip that is kept on file (appendix A). A register is kept of children who must not be included in team photographs, videos of plays, record of class trips or any other photographic imagery moving or still. In such cases it may be necessary to withdraw the child from all or part of an activity in which he or she might be photographed. We would ask parents to consider very carefully the impact of such a decision on the child as we would not wish any pupil to feel that he or she was being punished as a result of parental concern.

All reasonable measures will be taken to ensure that no child on the register is photographed or videoed by a visitor to the school or while on an educational visit outside school. The exception to this may be photographs taken by parents at events such as school plays and assemblies.

## **5. Images taken by parents/legal guardians, family members at school events**

Photography in schools traditionally forms an endearing part of each family's record of their child's progress and a celebration of success and achievement as well as being an established social practice.

Where practicable, arrangements should allow photographs to be taken by parents and other guests attending school sports, concerts and similar events. Photography must not though, be allowed to upset the performance or smooth running of the event or affect the health and safety of pupils and others.

We may:-

- Ask parents and others to refrain from photography at events where we make arrangements to supply copies of pictures/DVD to parents. We will give notice of this in invitations to parents.
- Ask parents and others who wish to take photographs, where this is permitted, to do so from the rear of the audience, so that they do not impair the view of others. We will give notice of this in invitations to parents.
- Where parents take photos or we provide DVDs, we request that these are for personal use only due to Data Protection and not openly shared on social media.

## **6. Images for the school website or other on- line media**

School websites are part of the internet and are more easily accessible than paper based school publications. The school will make sure that only appropriate images are used. Image filenames will avoid using children's names.

The storage of electronic images will be regularly reviewed by a senior member of staff. Photographs of children are used minimally and anonymously on our website. Parents have a right to have any photo of their child removed from the website.

## **7. School Photographer**

Parents should be made aware that, when class or group photographs are taken by a commercial agency, the photographer retains the copyright. Parents must be given contact details of the agency used.

## **8. Resources**

Data Protection Act 1998

Human Rights Act 1998

Information Commissioner's Office – Data Protection Good Practice Note- Taking Photographs in Schools  
Oct 07



**Appendix A**

**Using Images of Children – Consent Form**

**Oakdale Primary School**

Name of Child \_\_\_\_\_ Class \_\_\_\_\_

**CONSENT TO PHOTOGRAPHS FOR LOCAL NEWSPAPER AND PHOTOGRAPHS/FILMING FOR SCHOOL WEBSITE**

We would like to take advantage of the opportunity to post photographs of the pupils' activities in school for parents to view on the website or occasionally in the local press. We do not publish children's names alongside pictures.

**In order to do this we require your permission.**

**Please ensure that all responses, positive or negative, are recorded.**

**I consent / do not consent \*** to my child being photographed/filmed to appear on the school's website, newsletter or social media.

**I consent / do not consent \*** to my child being photographed to appear in the local newspapers.

Signed ..... Person with Parental Responsibility



OAKDALE PRIMARY SCHOOL  
POLICY APPROVAL FORM

## Use of Photography in School Policy

Signed:  (Headteacher)

Printed name: Ilona Wrigley

Date approved: March 19