



## Photograph and Video Policy

*'Blessed are those who act justly, who always do what is right'  
Psalm 106:3*

### Principles

This policy details the rules governing photography and recording videos at the school, the distribution of these photos and videos, and their publication on the internet. It covers the rules for staff, governors and parents, and is founded on four main principles:

#### 1. Safety

The overriding priority is to ensure that photography does not lead, either directly or indirectly, to anything that may potentially endanger the safety of the children at the school.

#### 2. Privacy

We believe that every child and parent is entitled to their own privacy, and can therefore choose not to feature in photographs or videos recorded at the school.

#### 3, Sharing children's achievements

It is natural for every parent to want to share their children's activities and achievements at school with their friends and family. This school is keen to allow this as much as possible, while keeping this in balance with the first two principles.

### Consent

When a child joins the school, their parent or guardian is asked for consent for the child to appear in photos on the school website and on our social media pages. The school encourages all parents to provide consent, as it enables us to include all the children in depictions of school life, but we recognise and respect the right to refuse consent.

### School Website and Social Media Pages

The school endeavours to publish a selection of photos and videos of school events and general school life. Any material published to the website must be assessed to ensure it meets the following safeguarding rules:

1. It must not feature any child whose parent or guardian has not given consent.
2. It must not offer any means of identifying a child by name.
3. It must not in any way embarrass the school or the children and staff involved.
4. It should usually not include any child who left the school more than two years ago.

Photos and video intended for the school website or social media pages should be taken either by a member of staff, or another person (typically a governor or parent) authorised by the Headteacher. These photos and videos must be approved by the Headteacher prior to publication on the website; the mechanism for doing this should be agreed by the Headteacher and the photographer.

### Rules for Parents, Guardians and Governors

Parents and guardians are permitted to take photographs and record videos of their child at designated school events, as long as they agree to the conditions described in this policy.

These events include:

Musical Events  
Sports Day  
Nativity Plays  
Class Assemblies  
PTA events

At these events, photos may only be taken at the location of the event. For most of these, this is the school hall. Parents, Guardians and Governors are not permitted to take photos in classrooms or elsewhere in the school unless explicitly authorised by the head teacher.

### Outside designated events

It is not permitted to use a camera on school premises at any time outside these designated events unless explicitly authorised by the Headteacher. Visitors to the school are asked to hand their phones in at the school office before entering school.

### Distribution and publication of photos and videos

Photos taken at these events are for your own personal use only. Parents/Guardians must not take or share photos of other children.

### Withdrawal of permission



Failure to adhere to these conditions may, at the discretion of the Headteacher, lead to a withdrawal of permission to use a camera at future events.

### **Rules for Staff**

Staff may take photos and video anywhere within the school for the purposes indicated on the parental consent form.

These may be published on the school website or social media pages if they conform to the safeguarding rules described above.

They may be shared with other members of staff by email to support teaching work. They may not be shared with friends and family.

The school camera or iPads should always be used to take photographs.

Staff must not use their mobile phone to take photos or videos of any pupils or school events.

Members of staff who are also parents or guardians of children at the school are permitted to take photographs at school events under the terms described in "rules for parents, guardians and governors".

### **External Photographers**

Terms for external photographers, such as local newspaper photographers, must be agreed in advance with the Headteacher. These are considered on a case-by-case basis, and must conform to the safeguarding rules described above.

### **Reporting**

Any breach of this policy should be reported immediately to the Headteacher.

This policy was approved by Governors and Staff on 28<sup>th</sup> November 2018  
Review: November 2021