

# WENTWORTH PRIMARY SCHOOL



## PHOTOGRAPHY POLICY

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**POLICY ON PHOTOGRAPHY IN SCHOOL**

Policy reviewed: September 2016

There are key events in the life of a school where the parent and wider community will naturally wish to have a visual record of the proceedings. 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 The Data Protection Act 1998 and the Child Protection Policy and practice. In order to protect the interests of the children in our care we have adopted the following policy.

The term photographed covers any form of visual imaging, whether on film or in digital format.

1. The school's policy on photography aims to:
  - (a) protect the right of parents to consent to their children being photographed for particular purposes at school;
  - (b) emphasise the school's protective ethos towards pupils in respect of potential inappropriate use of visual images of children taken by adults or other children;
  - (c) avoid children being distracted by photographic activity during events;
  - (d) enable all visitors at school productions to enjoy the event without the distraction of others taking photographs or videoing near them;
2. The school is not required to obtain general consent from parents to their child being photographed at school events, but parents do have the right to ask, in writing for their own child not to be photographed. 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.
3. Where we intend images to be published, for example on a website, or in a publication or in the media, or displayed in a public place (including areas of the school to which visitors have access), we will always seek the explicit written consent of parents before doing so with reference to the data sheet provided by parents.
4. We normally avoid naming pupils where their pictures appear in a publication, though there are clearly instances where the pupils, parents and the school would wish to celebrate achievement and include the details of the contributing individuals. The media generally follow their own codes of practice to comply with data protection legislation and safeguarding and the naming of photographed individuals is acceptable providing the school authorities (the headteacher and governing body) have no objections.
5. The above commitments apply to occasions where the school can exercise reasonable control of the situation. It is clearly not always possible to stipulate conditions for photography, for example in public places during school visits.
6. In fulfilling the above commitments, we may:

- (a) ask parents and others to refrain from photography at events where we appoint an official photographer and make arrangements to supply copies of pictures to parents. We will give notice of this in invitations to the events;
  - (b) ask parents and others who wish to take photographs of their own child and not others, where this is permitted, to do so from the rear of the audience or remain sitting in their seats, so that they do not impair the view of others. We will give notice of this in invitations; and we will
  - (c) respect the views of parents who ask for their child not to be photographed and must not publish images on social media or the internet.
7. We will keep photographs taken by the school for no longer than 10 years unless required to be kept for some particular historic purpose.
  8. Where pictures are of historical interest, we may make them available to the Essex Record Office and will inform you accordingly.
  9. If you wish to see any visual images of your child held by the School, please make your request to the School office. At busy times we may need up to 10 days to action your request. A charge maybe made for this service.
  10. Staff and pupils are not permitted to use personal equipment (mobile phones, ipods, etc) to take images of children in school. Pupils attending a Photography Club may use their own equipment under supervision.

## **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.

Review date: September 2019