



## **STAR PRIMARY SCHOOL**

# **USE OF PHOTOGRAPHIC IMAGES OF CHILDREN POLICY**

### **School Mission Statement:**

*At Star Primary School we believe that everyone is equally loved and accepted.*

*Acknowledging the diversity of our community, we...*

*Provide a broad and balance curriculum encouraging every child to take the opportunity to achieve their full potential;*

*Nurture positive home, school and community relationships;*

*Promote tolerance and respect for all people and the world we live in.*

- **The purpose of this policy is to:**

Set out the key principles expected of all members of the school community at Star Primary School with respect to the use of photographic images of children.

Safeguard and protect the children, staff and community of Star Primary.

Set clear expectations of behaviour and/or codes of practice relevant to responsible use of photographic images of children for educational, personal or recreational use.

Ensure that all members of the school community are aware that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken.

Minimise the risk of misplaced or malicious allegations made against adults who work with pupils.

By order of the Governing Body of Star Primary School

(Signed) Lisle von Buchenroder  
(Head Teacher)

Dated \_\_\_\_\_01/2017\_\_\_\_\_

(Signed) Shantelle Henrickson  
(Chair of Governing Body)

Dated \_\_\_\_\_ 01/2017\_\_\_\_\_

**Policy Date: Jan 2017**

**Review Date: Jan 2020**

## **Use of Photographic Images of Children**

### **Introduction**

Star Primary School welcomes positive publicity. Children's photographs add colour, life and interest to articles promoting the school activities and initiatives. Making use of photographs for the school in publicity materials (in all forms) increases pupil motivation and staff morale and helps parents and the local community identify and celebrate the school's achievements.

The Governors and staff of the school recognise that photographs have to be used in a responsible way. We respect the children's and parents' rights of privacy and we are, as a community, very aware of any potential safeguarding and child protection issues. The aim of the school's policy is to minimise the risks in relation to the use of photographs in school publicity materials, on its website and in local newspapers. To this end, all parents will receive a copy of the policy and parental consent (Appendix 1) will be secured for the use of photographs and filming for all new children who join the school. Existing pupils have previously signed a basic consent form when admission interviews took place.

### **Data Protection Act**

Photographs and video images of pupils and staff are classed as personal data under the terms of the Data Protection Act 1988. Therefore, using such images for publicity purposes will require the consent of either the individual concerned or, in the case of pupils, their legal guardians. This means that without the consent images of pupils or staff on websites, in publication or in a public place may not be displayed. The definition of a public place includes areas where visitors to the school have access.

### **Typical Uses of Photographs/Videos/Filming**

- For assessment purposes.
- Learning skills and feedback
- Performing arts including dance and movement, concerts, drama performances, parent evenings, community events, assemblies.

Sports days and sports fixtures and the use of photographic equipment by parents and carers and children from other schools.

- Media including newspapers and television, especially when some editors require children's names when publishing photographs.
- Displays in the school of children's activities.
- Publications by the school and by Newham Council, including prospectus, website.
- School and Newham Council websites.
- Staff training and professional development activities.
- Publicity material for contractors.
- Recording events such as projects or grounds development.

- Video-based learning.
- School signage
- Site security/CCTV

### **Good Practice In Using Photographic Images**

- Images are used only for their intended purpose
- If the full names of a child are used, no photograph will be used.
- Only images of children suitably dressed will be used
- In activities such as dance and gymnastics, the content of the photograph will focus on the activity and not on a particular child.
- No image of a child subject to a court order, or a vulnerable child, will be used.
- Images will be stored securely and used only by those authorised to do so
- Photographs of children who have left the school will not be used without additional consent and prior agreement.
- Ensure file names given to electronic images of children do not identify the child e.g. not Mary Jones.jpg
- Avoid images that only show a single child with no surrounding context of what they are learning or doing
- Photographs of three or four children are more likely to also include their learning context.
- Avoid naming young people. If one name is required then use the first name only where possible.
- Use photographs that represent the diversity of the young people participating
- Report any concerns relating to any inappropriate or intrusive photography to the headteacher.
- Remember the duty of care and challenge any inappropriate behaviour or language
- Do not use images that are likely to cause distress, upset or embarrassment.
- No use of mobile phones to take photos of children.
- No images of the children will be used on social networking sites.

### **Implementation**

The implementation of the policy is the responsibility of all staff. The office administration team will manage the data regarding pupils without consent. The Art co-ordinator will be responsible for updating photographs of staff around school. The School Administrative Officer is responsible for updating the website photographs. The School Administrative Officer is responsible for updating the publicity materials. The school office will maintain a 'Photo Consent Folder' in the office to be updated annually.

### **Websites**

Web use can be of particular concern to parents and staff because of the potential misuse of images by paedophiles. With digital photography there is the remote possibility that images of children could be produced, manipulated and circulated without parents' or children's knowledge. The dual concern which follows such a risk is that children might be exploited and the school might be criticised or face legal action. Images on website can be made more difficult to copy by several measures – copy-protection, overlaying with a watermark or published in low definition.

It is important to take care with identification and to respect parental views on the use of any photography of children on a website.

Increasingly users are generating content for websites e.g. children and adults placing pictures on Bebo, Myspace, Instagram, Twitter or Facebook websites. It is therefore important that the school ensures that children, staff and parents understand the risks involved and are encouraged to adopt safe practice when generating content for school-related websites.

### **Newspapers**

- For all photographs, names will only be supplied if prior permission has been obtained on the consent form.
- Please note that some newspapers will refuse to publish photographs without a name and as such children may need to be omitted from these photographs (if permission not given).
- Pupils must not be approached or photographed whilst at school (or engaged in school activities outside school) without the permission of a member of staff.

### **Official School Photographs**

Periodically the school invites an official photographer into school to take portrait photographs of individual children and/or class groups. It is essential that when considering such an activity the school undertakes a risk assessment in terms of the validity of the photographer/agency involved and establish what checks/vetting has been undertaken (e.g. DBS). School procedures should also ensure that levels of supervision are appropriate to safeguard the welfare of children at all times when visitors are present on the school site.

### **Parental Right to Take Photographs Etc.**

Parents are not covered by the Data Protection Act 1998 if they are taking photographs or making a video recording for their own private use. The Act does not therefore stop parents from taking photographs or making video recordings at school events, such as concerts. However, the school reserves the right to refuse parents this opportunity for health and safety reasons, such as the excessive use of flashlight, bulky or noisy equipment.

Parents are not permitted, however, to take photographs or to make a video recording for anything other than their own personal use (e.g. with a view to selling videos of a school event). Recording and/or photographing other than for private use would require the

consent of the other parents whose children may be captured on film. Without this consent the Data Protection Act 1998 would be breached. Parents will be reminded not to put images that involve children other than their own on Facebook or other socialising websites.

The important thing is to be sure that people with no connection with the school do not have any opportunity to film covertly. Staff need to be vigilant at events and productions and quiz anyone they do not recognise who is using a camera or video recorder.

### **Parents Evenings, Concerts, Presentations, Sport Events, Community Events**

As these events take place in controlled, safe environments we recognise that parents, carers and family members wish to record events such as school plays, sports days etc. to celebrate their child's achievements. However, it is important that such records remain private and for their own personal use. Upon a child's admission to the school, parents will be asked to sign a photography consent form that acknowledges this.

To allow the appropriate recording of children's images by parents/carers:

- ensure that children are appropriately dressed;
- obtain parental permission;
- be aware of any child who should not be photographed; and
- monitor the use of cameras and anyone behaving inappropriately
- Encourage parents/carers with video cameras to sit towards the back of the room during assemblies/performances to prevent obscuring other people's view.

If a commercial photographer is used:

- a clear brief on appropriate content and behaviour will be provided
- identification will be worn at all times
- parents will be informed that a photographer will be in attendance
- there will be no unsupervised access to children in one-to-one filming sessions
- no photography or filming will be allowed outside the realms of the event

### **Parental Consent**

On admission of a pupil to the school, parents/carers will be asked to sign a photography consent form in relation to their child being photographed at school or during school events and if the school could use the images after the pupil has left.

Responses to the photography consent form are collated and all staff are made aware of the results. It is important that staff familiarise themselves with this information. If parents

withhold consent for certain aspects of photography in relation to their child, this must be respected.

### **Teacher Training and Portfolios**

During teacher training and with newly qualified staff, colleagues need to compile portfolios with photographs of children during lessons. Staff should act responsibly in compiling these images. The School-Based Technician may wish to oversee the compiled images as part of the management process and consider their appropriateness.

### **Displays in Schools**

Still photographs shown on displays and video clips available during events and for teaching purposes children should depict children in an appropriate way. They should not display images of children in inappropriate or revealing clothing so appropriate levels of integrity and decency are maintained. Do not use photographs or images likely to cause embarrassment.

### **Children Photographing Each Other**

This practice can occur during offsite activities. Staff should maintain the supervision and management control. There may be incidents where children take inappropriate photographs, perhaps showing friends and other children inappropriately dressed. Staff should endeavour to discourage this practice, but

Ultimately parents are responsible for monitoring their child's use of cameras and subsequent use of their images involved.

### **Camera Phones**

Camera phones may be used at school events as outlined above. It is not acceptable for camera phones to be used under any other circumstances, nor should children bring them into school.

### **Storing and destroying media/images**

Images will be kept securely and held by the school for the duration of the pupil's time at Star Primary, and then it will be either archived or destroyed depending on the parents' consent. The photography consent forms will be annually monitored by the Office Manager.

Images might also be kept to record a specific school event or memory.

When destroying media images, the school will ensure that the device used is either restored to factory settings, physically destroyed or uses software to overwrite the data. This will be actioned by the School Based Technician

## **Closed Circuit Television (CCTV)**

At Star Primary CCTV is used:

- to monitor site security and safety
- for the personal safety of all staff, pupils, parents and visitors
- as a means of crime reduction and discovering trespass
- as an effective deterrent for crime

We ensure that the following conditions apply:

- Digital images stored on the computer hard drive for the designated periods only then erased
- The cameras in use are fixed wide angle lens
- Cameras are sighted to ensure no inappropriate use is possible.
- During school hours and out of school hours some recordings may show criminal or inappropriate activities taking place on the school site without the school's knowledge. If they are of a criminal nature the head teacher or member of the Senior Leadership Team may refer the information to the police

## **Visitors**

All visitors to the school including those running events e.g. theatre performances, musicians, workshops will be informed of the policy.

## **Governing Body**

The Governing Body should formally adopt these guidelines as policy and good practice.

Ensure that the child protection and/or health and safety governor are aware of and support the policies and procedures.

## **Star Primary School**

### **'Use Your Camera and Video Courteously'**

#### **A guide for parents who wish to photograph and/or video a school event**

- Generally photographs and videos for school and family use are a source of innocent pleasure and pride which can enhance self-esteem for children and young people and their families. By following some simple guidelines we can proceed safely and with regard to the Law.
- Remember that parents and carers attend school events at the invitation of the head and governors.
- The head and governors have the responsibility to decide if photography and videoing of school performances/events is permitted.
- The head and governors have the responsibility to decide the conditions that will apply in order that children are kept safe and that the performance is not disrupted and children and staff not distracted.
- Parents and carers can use photographs and videos taken at a school event for their own personal use only. This is a requirement in Law. The Data Protection Act 1998 considers an image of a child to be personal data for the purposes of the Act and does not permit such photos or videos to be sold, put on public display or to be put on the web/internet. (Recording or photographing other than for private use would require the consent of all the other parents whose children may be included in the images.)
- Parents and carers must follow guidance from staff as to when photography and videoing is permitted and where to stand in order to minimise disruption to the activity.
- Parents and carers must not photograph or video children changing for performances or events.
- When permitted, family and carers are the appropriate people to use a camera or video recorder at school events. To avoid embarrassment, please do not ask anyone else to take photographs or make recordings on your behalf and please identify to staff in advance any family member whom staff may not recognise.
- People that school staff does not recognise using a camera or video recorder, may need to have their identity verified.



## Media Consent

At Star Primary School we are proud of the work the children do. We often take photographs of children during class time and whilst taking part in special activities. We would like you to give your permission for us to use these photographs. Obviously we would never put your child at risk in using photographs.

- ☆ I permit the use of photographs which may contain my child, for use around the school
- ☆ I permit the use of photographs which may contain my child, for publication in the local or National press
- ☆ I permit the use of photographs which may contain my child, for publication in educational journals
- ☆ I permit the use of photographs which may contain my child, for display on the school's website

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_  
Parent/Carer