

Denton and Harlaxton Church of England Schools



Learn
Encourage
Aspire
Respect &
Nurture



Photograph Policy

Changes made: **Yes**/No

Policy : Photograph	Date	Signatures of H & S Officer & Head
Last Reviewed:	September 2024	
Board of Governors review complete:		
Head teacher review complete:	September 2024	
Admitted as school policy:		
Lifespan:	2 Years	
Date of next review:	September 2026	

This easy to remember statement sums up our vision for our children within our community.

Together we can...

Learn

Encourage

Aspire

Respect

Nurture



And the child grew strong; he was filled with wisdom, and the grace of God was on him Luke 2:40

We believe in a collaborative approach – developing the whole child by developing the whole community together. As an inclusive church school, we use positive and consistent expectations to help all members of our community to flourish. We work towards achieving excellence in all we do, and we recognise the value of everyone in our school and seek to enable all to become agents of positive change in the world.

This Policy applies to all pupils including EYFS

Introduction

Photography 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 Safeguarding and Copyright in performances.

Denton and Harlaxton CE Schools recognises that it is difficult to balance the benefits of having photographic records of the wide variety of events that take place day to day in a school environment, whilst also appropriately protecting the individuals associated with the school.

Extra care must be taken when considering the role of photography with EYFS pupils in the school.

Definitions

'Photography' includes photographic prints, streaming media and transparencies, video, film and digital imaging, created using devices such as cameras, video cameras, phones or tablets, etc.

'The School' is Denton and Harlaxton CE Schools 'In School' is whenever and wherever students and staff are the responsibility of or representing the School.

'Parent' means anyone with parental rights and responsibilities in relation to a student, or EYFS pupil including Guardians, Carers and school staff (if nominated to do so by the Parent/ Guardian/ Carer).

Photography Policy Statement

Photographs taken for curricular, assessment, security, registration, training and development or travel reasons will not be used for any other purpose. This includes EYFS pupils who have their photographs taken to provide evidence of their achievements for developmental records (EYFS Framework) and as part of their end of Foundation Stage Profile.

Publicity photography is helpful in publicising the success of the students and the school and in promoting educational initiatives. From time to time members of the press and media are invited into school to cover events celebrating success. However, the views of parents who, for any reason, do not wish their children to appear in such photographs will be respected at all times as will the views of the senior students. (see Appendix 1), Denton and Harlaxton CE Schools will judge each situation regarding photographs and video images portraying students on a case by case basis.

The School will use reasonable judgement when using images for the progression of the School and its students whilst always respecting the wishes of the individual and their parents.

Aims

The policy aims to:

Facilitate photography for the business purpose of the school

Facilitate photography for educational and record keeping purposes, including the EYFS Profile.

Respect the rights of the individual

Safeguard individuals

Allow personal family photography where possible

Use of Digital and Video Images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and students instant use of images that they have recorded themselves or downloaded from the internet. However, staff and students need to be aware of the risks associated with sharing images and with posting digital images on the internet. Those images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. There are many reported incidents of employers carrying out internet searches for information about potential and existing employees. Denton and Harlaxton CE Schools will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm (see Acceptable Use Policy for Students; Acceptable Use Policy for Staff and Staff Code of Conduct):

- When using digital images, staff should inform and educate students about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.
- Staff are allowed to take digital / video images, using School equipment, to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images.
- Care should be taken when taking digital / video images that students are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Students must not take, use, share, publish or distribute images of others without their permission
- Photographs published on the website, or elsewhere that include students will be selected carefully and will comply with good practice guidance on the use of such images.
- Students' full names will not be used anywhere on a website or blog, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of students are published on the school website or for other promotional material (appendix 1)
- Cameras and mobile phones are prohibited in the toilet or changing areas.
- Visitors, volunteers and students are not permitted to use their own mobile phones to take or record any images of pupils at any time.

Photography by School Staff

School staff can be involved in the photography of students and staff for the following main purposes:

- Student administration.
- Curriculum or course work.
- EYFS Profile record keeping and evidence gathering.
- Corporate and community activities.

Good Practice

The following advice represents good practice in the use of photographic images involving students.

1. When taking a picture The School must obtain the consent of the person in the picture (for students over the age of 16) or their parent or carer for all other students including EYFS pupils. (Data Protection Act 1998)
2. Ensure that the commitment made in the consent form (appendix 1) is followed:
 - a. Not to name the student
 - b. Not to use the photograph out of context
 - c. Not to use the photograph to illustrate sensitive or negative issues
3. When photographing students:
 - a. Check parents/carers have given permission through the Consent Form (appendix 1). Staff should note that a list of students without Media Consent will be kept centrally in the School Office. It is each member of staff's responsibility to check this list if they intend to use any images of students.
 - b. Ensure all students are appropriately dressed.
 - c. Avoid photographs that only show a single child with no surrounding context of what they are learning or doing. A photograph for identification purposes may endure for several years but should not be retained when replaced or expired.
 - d. Do not use images of a student who is considered vulnerable.
 - e. Avoid naming students. If a name is required use only the first name.
 - f. Use photographs that represent the diversity of the students participating.
 - g. Events such as, Sports day and Fundraising Events may be recorded by video and photographs by staff and parent/carers. However, these images may not be published on social media sites.
 - h. Report any concerns relating to any inappropriate or intrusive photography to the Safeguarding Officer.
 - i. Do not use any images that are likely to cause distress, upset or embarrassment.
- 4.a. Staff should use school equipment wherever possible for recording images of children. If, in exceptional circumstances, it is necessary for staff to use their own equipment (e.g. due to the malfunction of school equipment or an unexpected event) then the image should be handed to the school at the earliest opportunity and deleted from staff equipment, including mobile phones.
- 4 Visitors may only use their phones outside the school premises.
- 5 Photographs taken by staff on school visits may be used in the curriculum and displayed within the school or at parents' evenings to illustrate the work of the school provided they have the appropriate consent.
- 6 Parents may be allowed to purchase a copy of a photograph of their individual child, or as part of a group, if the parents of the other students in the group are in agreement.
- 7 Copyright and use of photographs is carefully controlled by and retained safely by the school. Photographs taken professionally are circulated to parents, for purchase, by way of a secure, password protected website which is approved by The Head or via hard copy to the parent / carer.
- 8 Photographs held by the school must not be used other than for their original purpose, unless permission is obtained.
- 9 Digital photographs are stored on the Teachers' Drive and Shared Drive accessible to Staff only. Photographs are stored in labelled files .
- 10 Staff will regularly review stored images and delete unwanted material.

Photographs by Other Authorised Agencies

The involvement of other agencies can only be authorised by the Head teacher

The other agencies are:

Reputable commercial photographers, commissioned by the Head teacher, the law allows them to retain the copyright of the photographs.

The press and other media. Copyright rests with the photographer.

Parent Photography

Photography in schools traditionally forms an enduring 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 practical, arrangements can be made to allow photographs to be taken by parents and other guests attending school events. Photography must not, though, be allowed to upset the performance or smooth running of the event or affect the health and safety of students and others.

The School's Media and Photograph consent form **MUST** have been completed for every pupil prior to them attending the school, to enable parents to register their permission/non- permission for photography to take place.

When a parent does not agree to their child being photographed, the head teacher must inform staff and make every effort to comply sensitively.

Parental photography must not include any child whose parent has refused consent for any reason. This may necessitate offering photography opportunities before or after the event of those who are authorised to be involved.

Parental photography is secondary to the main aims and purposes of performances and must not be allowed to interfere with the opportunities for student participation.

If parents are unsure whether or not permission has been given by staff to record a particular performance or event, they should ask the person responsible for organising it. If permission is granted it will be for private use only and not for social media sites.

Student Photography

Students will photograph each other extensively during certain activities especially during offsite events and residential periods. Staff should maintain the supervision and management control expected in their "duty of care" role. They must ensure they inform all students of the expectations with regard to photographing their peers.

Denton and Harlaxton CE Schools pupils are not permitted to have personal phones in school, except for travel purposes (for those using the Bus Service) and those children who spend time at a different parent/carers house during the week. If a pupil brings a mobile phone into school, it is handed to the class teacher until the end of the day.

Other tablet devices belonging to pupils, should only be brought to school with permission of a member of staff for use on a specific project or for a specific lesson. Students should be educated about acceptable behaviour when photographing their peers.

Regular Assemblies for Reception age pupils (EYFS) upwards, are given to educate pupils of how to responsibly use their devices which may have photographic capabilities.

PHOTOGRAPH POLICY

At Denton and Harlaxton CE School we think it is important to use photographs of our pupils enjoying the varied activities of school life to promote the positive aspects of the work that we do. We use photographs in our internally produced materials such as school newsletter, in our corridor and classroom displays, for staff training and assessment purposes and on our website. From time to time articles including names and photographs of special events will appear in the local paper.

In order to do all that we can to ensure all photographs of our pupils are used correctly we undertake to:

1. Observe the County Council's guidelines on the use of photographs.
2. Only use photographs for the purposes stated above.
3. Ask that you follow our policy when you take photographs of your child at school events.

We can assure you that we have a responsible approach to the use of photographs and do hope that you are able to support us in allowing us to publicise the many positive aspects of the work we do. We would be grateful therefore, if you are in agreement with our intentions, please **complete the form at the end of the pack**.

Dear Parents / Carers,

The school asks for written permissions as your child starts the school and these are logged onto the electronic system by our administrators.

As usual, we will take photographs of your child during school activities and the school will use these photographs responsibly and for school use only. Please be aware that other parents take photographs of children during school performances and events. We remind parents to use the photographs for personal use only and not to share these over the internet or social media etc.

This now leaves parents with a single option of whether parents give permission for the school to publish photographs of your child on the school website or on other sites related to school activities such as The Grantham Journal.

Please answer by ticking 'yes' or 'no' and return to the school office.

Please note that we will assume a 'no' option until we receive the reply.

	Yes	No
I consent for my child's photographs to be used on the school website which will be on the internet. I also give permission for photographs to be used for related school activities on other websites such as The Grantham Journal. Names will never be attached to photos.		

Name/names of children this applies to.....

Signed.....parent / carer

Print.....