



Cold Norton Primary School

Policy for

Photographing & Filming Pupils

Mission Statement

At Cold Norton Primary School we will provide a rich learning environment where each child develops knowledge, skills and understanding to achieve their full potential.

Our aim is for each child to be:

- Happy, independent and self-confident; emotionally and spiritually literate.
- An enthusiastic and equipped learner who enjoys a challenge and copes well with change.
- Interested in and respectful of both their world and the world beyond them.
- A creative thinker who can make wise choices.
- Brimming with personal and physical wellbeing.

Agreed by staff: Summer 2022

Adopted by Governing Body: Summer 2022

Date for review: Summer 2025

Rationale

We live in an age in which digital technology has vastly increased the use, and the potential misuse, of film and photography.

Generally, photographs taken at school are for school and family use, and those that appear in the press are a source of pleasure and pride - which we believe usually enhances self-esteem for children and their families. Therefore, the practice of film and photography in school and at school events should continue, but within safe practice guidelines and with parental consent.

Parental Consent

The General Data Protection Regulation (GDPR) of May 2018 affects our use of film and photography. This is because an image of a child is personal data for the purpose of the Data Protection Regulations, and it is a requirement that consent is obtained from the parent of a primary school pupil for any photographs or video recordings for purposes beyond the school's core educational function. (e.g. for the school website, to promote school productions or PTA events). Parental consent is **not** required where photos form part of a pupil's curricular record e.g. in Early Years Foundation Stage - or where photos enable staff to carry out their duties e.g. carry a set of recent, individual photo images with the risk assessment on a class trip.

As it is likely that there will be a number of occasions during a pupil's school life when the school may wish to photograph or video that pupil, consent is sought when the pupil joins the school, to last for the duration of their stay i.e. the school will not repeatedly seek consent. The signed consent form for photographs and filming is obtained from the child's parent/carer and kept on file. Parents retain the right to withdraw their given consent at any time, but they need to do so in writing. Where original consent has been given, photographs may continue to appear in the prospectus or on the website after the pupil has left the school.

Although consent may have been given by all parents, the Headteacher reserves the right to prevent filming or photography at any event if it is considered there is a risk to safeguarding for any individual pupil.

Identifying pupils

At Cold Norton Primary School we do not publish the full names of individual pupils alongside their photograph.

Use of images of pupils in internal school displays

Images of pupils form part of many internal displays e.g. pupils working together as a group in science; photographs of the school council members and the sports captains; photographs of individual pupils who have been awarded 'star-of-the-week'.

The consent form enables parents to agree to this or to decline this for their child.

Use of images of pupils in the school prospectuses and other literature

Although most school literature is sent to a specific audience, the school will avoid using personal details or full names of any child in a photograph.

The consent form enables parents to agree to this or to decline this for their child.

Use of images of pupils on the school website

At Cold Norton School we do not publish the full names of individual pupils alongside their photograph.

The consent form enables parents to agree to this or to decline this for their child.

Official photographers

Schools will periodically invite an official photographer into school to take photographs of individual children and/or class groups to sell to parents/carers or to take photographs of pupils for the school to use in the school prospectus or on the school website. When considering such an activity, the school will undertake their own risk assessment in terms of the validity of the photographer, the agency involved and establishing what checks/vetting has been undertaken. Procedures 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.

The consent form enables parents to agree to this or to decline this for their child.

Use of images of pupils by the press

There may be occasions where the local or national press take photographs of pupils at the school. The manner in which the press use images is controlled through relevant industry codes of practice as well as the law. However, given our responsibility to parents and pupils, we will ensure that broadcasters and press photographers are chaperoned when on the school premises.

The consent form enables parents to agree to this or to decline this for their child.

Film footage of pupils taken in school

Film footage/video of pupils may be taken in school to enhance learning in a variety of ways. The school ensures it has parental consent before any child can be filmed by school staff (or a third party person appointed by school staff).

The consent form enables parents to agree to this or to decline this for their child.

Parental right to take photographs and film footage

Parents may take photographs at events or make video recordings of school productions etc for their own '**personal use**' and this is not covered by GDPR. In this situation, however, **parents are asked not to share or publish images on social media or elsewhere online**, for safeguarding reasons and to ensure that Data Protection Regulations are not breached. This consent may be withdrawn by the Headteacher for specific events e.g. a class assembly if it is considered that there may be a risk to safeguarding. Parents will be informed of this at the beginning of the event. If a parent is seen to be ignoring this protocol they will be asked to

leave the event. It is the Parent/Guardian's responsibility to inform the school if their child should not be videoed/photographed due to a safeguarding issue.

Data Protection considerations aside, it is possible for the school to prevent **all** filming, recording and photography of school productions, sports days etc. Preventing some or all filming or photography would be at the discretion of the Headteacher, for example, if it was deemed that there was a risk to safeguarding or a disregard or breach of the protocol to not put images onto social media sites.

Visitors and workers on site during the school day

It is important to be sure that people on site do not have any opportunity to film covertly. Visitors e.g. maintenance workers and technicians or personnel from volunteer organisations are not permitted to take photographs or film footage of pupils.

The Storage of Photographs

Photographs will be maintained securely for authorised school use only, and disposed of either by deleting the electronic image, returning the photograph to the child/parent or shredding as appropriate.

June 2022

Child's name.....
 Signature of Parent/Carer.....
 Date.....

Photos and videos

We sometimes take photographs of pupils. We use these photographs for displays in the classrooms and around the school and also to help us present information about life at our school in the school newsletter, school prospectus and on the school website.

Please complete the boxes below, **sign above** and return this form to school.

Use of photos	Write YES or NO
<p>I give consent for the school to take some photos of my child. Please indicate below.</p> <p>Please note consent is not required where photos form part of a pupil's curricular record e.g. in Early Years Foundation Stage or to enable staff to carry a set of recent individual photo images with them on a class trip.</p>	
<p>I give consent for photos of my child (un-named) to be used in internal displays, in classrooms and around the school e.g. School Council members, Sports Captains, Star-of-the-Week pupil, Sports Teams</p>	
<p>I give consent for photos of my child (with their first name only) to be used in internal displays, in classrooms and around the school.</p>	
<p>I give consent for un-named photos of my child to be used in the school newsletter.</p>	
<p>I give consent for un-named photos of my child to be used in printed school materials, for example, the school prospectus.</p>	
<p>I give consent for un-named photos of my child to be used on the school website.</p>	
<p>I give consent for un-named photos of my child to be used in the printed media, for example local newspapers.</p>	
<p>I give consent for the school to take videos of my child to be shared in class as part of classwork and/or to be shared with other pupils and staff in the school.</p>	
<p>I give consent for the school to take videos of my child to be shown at school events which parents/carers, friends and family are invited to e.g. Class Assemblies, Year 6 Leavers' Production.</p>	
<p>I give consent for the school to use videos of my child for promotional purposes, such as on the school website.</p>	
<p>I give consent for a third party photographer to take individual and class photographs of my child for the purposes of selling to parents/carers.</p>	
<p>I give consent for a third party film-maker to take footage of my child for the purposes of selling to parents/carers e.g. Christmas DVD</p>	
<p>OR I am NOT happy for the school to take or use any photos or videos of my child, but I do acknowledge that consent is not required in some circumstances. Please tick the box to the right to indicate this statement as your preference.</p>	

