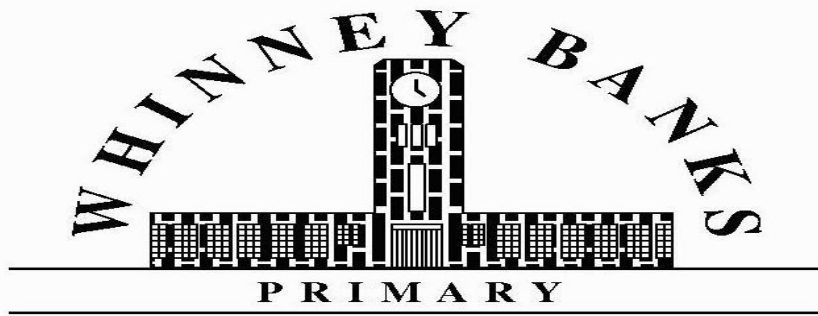


# Camera, Images & Recording Policy



**Whinney Banks Primary School**

	Signature	Date
Signed by Chair of Governors:		
Signed by Headteacher		
Reviewed/approved:		Feb 2024
Next review due by:		Summer 2025

## **Statement of intent At Whinney Banks Primary School**

The school uses photographs, images and recordings (video) for a variety of purposes, including prospectuses, display boards, educational purposes, conferences and the school website.

Whilst we recognise the benefits of photography, recordings and videos to our school community, we also understand that these can have significant risks for those involved. Under the legal obligations of the UK GDPR and the Data Protection Act (DPA) 2018, the school has specific responsibilities in terms of how photos, images and videos are taken, stored and retained.

The school has implemented a policy on the safe cameras and recording equipment by staff, pupils and parents to reflect the protective ethos of the school with regard to pupils' safety.

In order to ensure that, as far as possible, the use of photography, images and video is safe at all times, the policy provided below should be followed. This policy is applicable to all forms of visual media, including film, print, video, and websites

Whinney Banks Primary School is very aware of its responsibility to ensure that images of children are not used inappropriately.

## **Staff use of Digital Cameras & Digital Photographs / Recordings using school devices only**

- Photographs, images / Recordings by agreement of the Headteacher
- Photographs, images / Recordings must only be taken for the purposes of:
  - illustrating or recording pupil work, activities and achievement
  - professional development
  - recording key events of the school's "history"
- Photographs, images / Recordings must not be used for any purpose outside of the school without the agreement of the HT.
- Photographs, images / Recordings should not be taken outside of the school on laptops, portable drives or storage media without the express permission of the HT. Such usage off site (e.g. for the purposes of editing or making a recording) will be recorded by the HT and all files must be deleted as soon as work off site is completed.
- Images and recordings must not be stored on any personal devices.
- Mobile phones must not be used for taking photographs or recordings.
- Any photographs used for displays should be shredded after use.

Non-compliance with these procedures has been identified as a matter for potential disciplinary action under the Authority's existing disciplinary procedures.

The following information is provided for all parents as part of the school prospectus:

### **Photographs to be displayed around school**

We believe that it is important to celebrate the work of our pupils through displays around school and parents are very supportive of this. Photographs of children will often form part of these displays and may show their first name and we hope that all parents will be happy for this to happen. Full names will not be used. When photographs are taken down from displays children may be allowed to take them home. Alternatively, they will be shredded. You will appreciate that it is very difficult to avoid children sometimes appearing in group photographs. However, should you wish individual photographs of your child not to be displayed please contact the Head Teacher and write a letter to us to this effect.

### **Photographs, images and recordings to be used on the school web site, Twitter account and in the local press**

We also believe that it is important to celebrate the work of our pupils through our web site and the local press. This offers an important opportunity to share our achievements with the local and wider community.

We are fully aware of potential concerns about photographs, images being available both via the Internet and in the local press. To this end we operate within

guidelines agreed with the Local Authority and the Department of Education to minimise potential risks to our children. Written work by children may only be identified by first names and any pictures on the web site only include groups of children and are not accompanied by names. Where the local press wishes to feature photographs of individual pupils we will always seek to contact parents beforehand if possible.

We hope that parents would wish to support this by allowing their child's work or group photographs to continue to be included in the site and in press publicity. However, if you would prefer that the web site and the local press does not feature your child we will of course respect your wishes and ask that you contact the Head Teacher and write us a letter to this effect.

### **Photographs, images & recordings taken at school events**

There will be occasions during the school year where parents or carers may wish to take photographs or make a recording of their child taking part in a school activity. These activities will include school assemblies, school performances, sports events, school outings and educational visits. This may sometimes mean that your child appears in photographs or recordings alongside other children. Those taking photographs or recordings must do so on the understanding that these will always be used appropriately and not posted on any social media sites. You may be asked to sign to this effect before using a camera.

Letters regarding events such as school plays should make clear to parents that the taking of photographs or recordings are, or is not, allowed and reply slips should include a statement such as the following:

"I agree to group photographs / recordings including my child being taken and displayed in school, on the school web site and Twitter account. I also understand that parents may take photographs / recordings of the production which may include my child. Any photographs / recordings that I take will be used appropriately and not posted on any social media sites. Parents wishing to record must sit at the back of the hall." Parents may also be asked to sign to say that they will use any photographs or recordings appropriately.

### **Additional safeguarding procedures**

The school understands that certain circumstances may put a pupil's security at greater risk and, thus, may mean extra precautions are required to protect their identity.

The DSL will, in known cases of pupils who are LAC, PLAC or adopted, liaise with the pupil's social worker, carers or adoptive parents to assess the needs and risks associated with the pupil.

Any measures required will be determined between the DSL, DPO, social worker, and carer and/or adoptive parent with a view to minimising any impact on the pupil's day-to-day life. The measures implemented will be one of the following:

- Photos and videos can be taken as per usual school procedures
- Photos and videos can be taken within school for educational purposes and official school use, e.g. on registers, but cannot be published online or in external media
- No photos or videos can be taken at any time for any purposes

Any outcomes will be communicated to all staff members via a staff meeting and the list outlining which pupils are not to be involved in any videos or photos, held in the school office, will be updated accordingly

### **Use of a professional photographer**

If the school decides to use a professional photographer for official school photos and school events, the Headteacher will:

- Provide a clear brief for the photographer about what is considered appropriate, in terms of both content and behaviour.
- Issue the photographer with an identification badge or card, which must be worn at all times.
- Let pupils and parents know that a photographer will attend an event and ensure they have previously provided consent to both the taking and publication of videos and/or photos.
- Not allow unsupervised access to pupils or one-to-one photo sessions at events.
- Communicate to the photographer that the material may only be used for the school's own purposes and that permission has not been given to use the photos for any other purpose.
- Ensure that the photographer will comply with the requirements set out in the UK GDPR and the DPA 2018.
- Ensure that if another individual, such as a parent or governor, is nominated to be the photographer, they are clear that the images and/or videos are not used for anything other than the purpose indicated by the school.

This policy will be reviewed on an annual basis by the Headteacher and the DPO. Any changes to this policy will be communicated to all staff, parents and, where appropriate, pupils.