

# **Lyme Community Primary School**

## **School Photography Policy Statement**

### **Responsibility**

Responsibility for deciding upon the school policy with regard to the taking of photographs and digital images and the use of such images rests with the Governing Body. Any such policy should reflect Department for Education and Local Authority guidelines but schools are free to decide on the content of the policy. All relevant advice should be communicated to parents.

### **Rationale**

The taking of photographs in school is an increasingly complicated and sensitive area as technology has now made it much easier for pictures and images to be used and distributed inappropriately, both as printed material or as a web image. It is therefore, important that schools take practical steps to ensure that pictures and images taken on school premises or at school events are done so in a way that reflects the protective ethos of the school. In order to ensure that as far as possible the use of photography and video is used safely in school the advice provided below should be followed.

**For ease of reference the following “school” photography definitions are provided:**

#### **School curriculum / internal use**

Photographs/digital images taken for curricular use, displays, workbooks, school trips, notice boards, school events and/or assessment purposes

#### **School Publicity photography**

Photographs/digital images used to help promote and publicise the success of the school through newsletters or the prospectus. This may also involve outside agencies such as the local press

#### **School Website photography**

Photographs/digital images used to celebrate individual, class and/or team success or highlight good practice within the school. Wherever possible, photographs of children are used sparingly and anonymously.

#### **School Photographer**

Class and individual/family school photographs taken by a reputable commercial photographer and sold to parents. These are taken on two occasions per year

#### **School Concerts and Productions**

Photographs taken of school concerts and/or school productions. Photography may be restricted for reasons of safeguarding/child protection or out of respect for the rights and privacy of parents who have not consented or given approval to their child being photographed. Video or sound recording of copyright musical or theatrical performance is normally forbidden.

#### **The Legal Position**

It is not illegal for photographs of children to be taken in school but it is sensible to comply with all current recommendations and/or good practice recognition since photographs and video images may be classed as personal data under the terms of the Data Protection Act 1988. Therefore using such images for school publicity or other purposes requires the consent of the parent or legal guardian. At Lyme we will not display personal images on websites, in publications or in a public place without such consent and should wherever possible avoid naming individual children.

## **Parental Consent**

As a minimum requirement, all parents/carers will need to know that their children may be photographed at school and full permission should be sought once each year. A detailed consent letter is issued to all parents each September and a central file record is retained. The views of parents who, for any reason do not wish their child/children to appear in such photographs will be respected at all times and all reasonable measures will be taken to ensure compliance with their request. An example consent letter is attached.

## **Use and Storage of Photographs and Video Images**

Photographs taken as records of events or for educational purposes may be displayed around school on display boards and/or in evidence files and are then archived after use. Photographs are not exchanged with anyone outside school or held for private use. Staff are only permitted to take photographs and/or digital images of children in "school or educational provision settings" and may only use school approved and purchased cameras or recording equipment. The use of personal mobile phones to take digital images is not permitted.

## **School Concerts and Productions**

The taking of photographs by parents and visitors during school concerts and school productions is discouraged to ensure that we are compliant with safeguarding requirements and we do not put at risk the safety of any vulnerable children. In addition, such events can involve all children throughout school or at the very least all the children from a particular key stage and therefore, complying with the wishes of those parents who do not wish their child to be photographed is extremely difficult to manage. The taking of photographs, video images or the increasing use of mobile phones to record images can also prove very distracting to both the performers and the audience.

To avoid any disappointment and confusion, we will endeavour to notify parents of the requirement to observe the constraints on the use of photography and digital images in advance of any school performances or productions.

## **School website Images**

The school website supports communication with parents and pupils and helps to promote and publicise the success of the school. Pupil's school work is sometimes displayed on the website and can occasionally include discreet images of children engaged in curriculum or enrichment activities. However, where possible images of children are used sparingly and anonymously and never without the written consent of the parent or guardian.

## **Monitoring and Evaluation**

Lyme Community Primary School has a duty of care and responsibility towards pupils, parents and staff and the care, safety and privacy of the individual is the key feature of this policy. The policy will be reviewed as part of the schools monitoring cycle.

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## Internet Permission/Photograph Permission 2014/2015

Please complete, sign the three sections and return to your child's teacher.

**Name of Pupil:**

**Class:**

### **Pupil's Agreement for Internet Access**

I understand the school rules for responsible Internet use. I will use the computers, lap tops, I-pads and Internet in a responsible way and obey these rules at all times.

**Signed:**

**Date:**

### **Parent's Consent for Internet Access**

I have read and understood the school rules for responsible Internet use and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet.

**Signed:**

**Date:**

### **Parent's Consent for Web Publication of Work**

I agree/do not agree that my son/daughter's work may be published on the school web site.

**Signed:**

**Date:**

### **Parent's Consent for Photographs**

I agree/do not agree that photographs including my son/daughter may be published subject to the school policy that photographs will not clearly identify individuals and that full names will not be used.

**Signed:**

**Date:**