



The Governing Body of

*Herons Dale Primary
School*

have adopted the following policy:

Photographic Images of Children Policy

Reviewed by:

Date:

Ratified by Governors:

Review Date:

Cath Farr

October 2022

October 2024

Scope and definitions

The purpose of this policy is to set out general rules about the capture and distribution of images and photographs of children and to give staff and parents guidelines on the subject. It applies to activities on school premises or as part of off-site events or trips.

“Image capture”, “photography” and “videoing” refer to any kind of image capture, still or moving, obtained by any photographic device including still image cameras, webcams, tablets, mobile phones and any other type of image capture device not specified here, whether digital or not, using technology existent at this time or in the future. The storage of such images includes film negative, film positive (e.g. transparencies and slides, movies, etc.), photographic paper, digital media, magnetic tape and any other kind of storage method able to be used for the storage of images, still or moving, available now or in the future.

This relatively short policy is part of our strategy for safeguarding children within our care. It should be read in conjunction with our other policies, notably:

- E-safety
- Mobile Phones and Electronic Devices
- Safeguarding
- Anti-Bullying

General principles for staff

Every reasonable effort must be made to minimize risk of inappropriate capture and distribution of photos and images. This includes:

- Securing parental consent for the use of images of their children
- Not using photographs of children or staff who have left the school without their consent
- Ensuring that children’s names, or other personal information, are not used alongside images in publicly available material
- Not using an image of any child who is subject to a court order
- Storing images securely and accessible only by those authorised to do so
- Storing images securely (whether physical or digital) with appropriate access controls
- Any photographs or non-digital media must be stored under lock and key.
- Ensuring staff are appropriately informed about this policy
- Only using school equipment to record images . Staff are never to use their mobile phones
- Images should not be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones.
- Hard copies of images should not be taken away from school premises unless in a locked container.

Photography and image capture in school

Images of children may be captured as part of the educational process. Recordings of pupils for school purposes will only ever be taken using official school equipment or by a designated external professional. Staff must not take or transmit any recording of pupils

on any personal device. Staff should also be aware that taking photographs of colleagues using personal devices should only happen with the permission of that member of staff.

At school we will only use images of children in suitable clothing to reduce the risk of inappropriate use.

Images of pupils or staff must not be displayed on websites, in publications or in a public place without specific consent. The definition of a public place includes areas where visitors to the school have access. Where photographs are taken at an event attended by large crowds, this is regarded as a public area so it is not necessary to get permission of everyone in a crowd shot.

Media permission

Parents' media permissions must be kept on file. Staff media permissions must also be kept on file. They must be updated annually.

Images of past pupils cannot be used without their consent. Images of pupils will not be kept by the school, when the children have left. Some images will be kept that are related to assessment and they will only be kept for the academic year after pupils have left.

Photographs of staff will be deleted immediately after they have left the employment of the school.

Any photos used for identity cards etc will be fully GDPR compliant.

All use of images will be fully GDPR compliant.

Outside organization`s image capture

On occasions, commercial video films may be made of children on educational visits and performing in school productions. The school will inform parents where arrangements have been made for a commercial photographer to film such an event. Written expectations of professional photographers or the press who are invited to an event will be provided by Herons Dale school. These should make clear the school's expectations of them in relation to child protection.

No photographer`s will be given unsupervised access to pupils.