

***For every child to reach their potential and
'Live Life in all its Fullness.'***



Name of Policy: Taking Photographs/Videos Policy

Policy Written: September 2019

Policy Renewed:

September 2020	The Data Protection Policy referred to in section 3 was replaced with GDPR Policy.
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Next Renew Date: September 2021

Intent:

Hindsford CE Primary School gives the highest importance to the safeguarding and welfare of children and staff. An important aspect of this is to ensure that any images or clips of our children are taken and used in an appropriate manner. The intent of this policy is therefore to outline the school's protocol and procedures when taking photographs or recording films to ensure that this is carried in line with the school's safeguarding procedures.

Protocol & Procedures:

At the beginning of the year, parents/carers will be asked to sign their child's planner which gives permission for photographs and videos to be taken during school time.

Photographs and videos taken/recorded during school time by a Hindsford member of staff will only be used for the following reasons:

- To show good work and progression to put in the pupil's work book.
- To put on the school Blog/Twitter/Internet (Please Note: If a picture is placed on the school blog/twitter or the internet, the pupil's name will not appear next to or near the photograph).
- To put up on a display board around school.
- To act as evidence that a specific event took place. This will be kept in a subject leader or senior leader evidence file or in class log books.
- To share at educational events with other schools or staff working within the education sector.
- To support staff with the development of lessons. These will be watched back during coaching and mentoring sessions and then deleted.
- To use on the school's administration computer system.
- To include in the school's prospectus.
- To use in the local paper if an event is being published.

Child Protection Statements:

In line with other school policies such as: E-Safety, GDPR, Social Media, Mobile Phone Usage, IT Acceptable User Policy and the Child Protection & Safeguarding Policy, staff are not permitted to take photographs or a video from a personal device or use any photography or film for a personal reason. Once the photograph or video has been used and is no longer needed, it will be deleted from the device it was taken from.

Any photographs/video must not be taken in or around toilets or changing areas.

When a photograph/video is taken, the pupil must be appropriately dressed.

Photographs/videos cannot be taken or used if permission has not been granted.

Parent/Carers/Visitors:

During any school event (i.e. show, sports fair, trip, stay & play morning, assembly, fayre etc.) parents/carers/visitors will be asked not to take photographs whilst the event is happening if the school does not have permission for all pupils. However, if this is the case, at the end of the event, children who do not have permission to appear on a photograph or film will be taken back to the classroom, so that parents/carers/visitors can take photographs of the remaining children.

If a parent/carer/visitor does take a photograph or record a film during an event with permission from the school, they will be asked by the school to delete this from their device whilst they are still on the school premises. Further action may be taken if a parent/carer/visitor refuses to follow this request, as the school feels that this would have compromised the safety of the children.

All parents/carer will be asked not to share any photographs taken in school on their own social media sites if they have other children in them.

Official Photography & Videoing

Occasionally, the school will employ an official company to come and record a film or take photographs. If this occurs, parent/carers will be informed prior to the event.