



St Joseph's Catholic Primary School, Banbury

**Policy on the Use of Photographic Images and
Videos of Children in School**

Introduction

At St Joseph's School we wish to retain the opportunity for parents to take photos of their children's special moments in school as we know that these experiences are important to the children and the parents alike. We understand the desire to capture what are ultimately fleeting moments in the lives of our children. However, we recognise that we also need to balance this against the ultimate responsibility that we hold to keep all our children safe from harm and that the use of cameras and mobile technologies present schools with new and ever-evolving challenges.

There are two main areas of concern:

1. Data Protection Concerns

Whether taking photographs or videos of children in school by parents, staff or others could breach data protection regulations.

2. Safeguarding Concerns

The potential for inappropriate use/adaptation of images for use on child pornography websites.

The possible identification of young people, especially where the photograph is accompanied by additional information

Data Protection

Parents/carers are not required to comply with the Data Protection Act 1998 when taking photographs for their own private use of their children at an organised event. Parents/carers are not permitted however to take photographs or to make a video recording for anything other than their own personal use.

They would not, for example, be permitted to sell videos of a school event, (unless authorised/commissioned to do so by the Headteacher/Governors for the purpose of fundraising on behalf of the school and in a fashion that had already met the requirements for such sales). Recording and/or photographing other than for private use would require the consent of all the other parents/carers whose children may be included in the images. To make sales or pass copies on without this could be a breach of the Data Protection Act 1998.

At St Joseph's:

- parents are permitted to take photographs or videos, but it is always made clear from the start that any images taken must be for private use only and that photographs/images of other people's children should not be posted on any social media sites;
- an announcement is made at the start of each key event to this effect;
- a register of those taking images is taken at the beginning of each key performance so that a contact number is obtained;
- the register requires a signature to show that the parents have understood their responsibility in this regard.

Safeguarding Concerns

It is understandable that there may be concerns about the risks posed directly and indirectly to children through the use of photographs on websites and other publications.

Therefore at St Joseph's the following guidelines are followed:

- All children featured in photographs/recordings must be appropriately dressed, a minimum of shirt and shorts;
- The recording should ideally focus only on the activity itself;
- Where possible, images of children should be recorded in small groups;
- Staff are allowed to use video equipment as a legitimate learning aid and means of recording special occasions. However, care is taken in the dissemination and storage of the material;
- Photographs represent and celebrate the diverse range of children in our school;
- Parents and spectators should be prepared to identify themselves, if requested, and state their purpose for photography/filming.
- Participants and parents are informed that if they have concerns about inappropriate or intrusive photography/filming, these should be reported to the DSL, Clare Smith (Headteacher);
- School staff should approach and challenge any person taking photographs who has not made his/herself known and/or signed the register.

Publishing Images of Young People

- If a photograph/recording is used, personal details of young people such as email address, home address and telephone numbers should not be revealed;
- parental/guardian permission must be sought to use an image of a young person;
- the child's permission must be sought to use their image;
- The parent's consent forms are kept on record in school for this purpose;

In order to guard against the possibility of a young person under a court order appearing on a website, the simultaneous streaming of images onto a website is not recommended. Delayed streaming also provides an opportunity for the editing of inappropriate clips (eg disarranged clothing).

Reviewed: April 2020

To be reviewed: April 2022

Headteacher: Clare P Smith

Chair of Governors: Angela Briggs