

Photography at School Events Policy

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Statement of intent

At Christ Church Primary School we recognise that parents/carers may wish to take videos or photos of their children participating in school events. However, we are also sensitive to the wishes of parents who are concerned about the use of such content and may not want their children to be photographed or filmed.

Taking photographs at school events is an increasingly sensitive area as it is now much easier for photos and video to be used and distributed inappropriately, both online and in print.

School events can include, but are not limited to, concerts, plays or theatre productions, performance events, sports events, fêtes, educational visits, and trips, etc.

Christ Church Primary School has implemented a policy on the safe use of cameras/videos by parents/carers 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 and video is used safely in connection with school events, the policy provided below should be followed. This policy is applicable to all forms of media, including film, print, video, DVD and websites.

1. Legal framework

1.1. This policy complies with the following legislation and regulations:

- European Data Protection Directive 1995
- Data Protection Act 1998

2. Principles

2.1. According to the DfE, photographs and video images of pupils and staff are classed as personal data under the terms of the Data Protection Act 1998. Therefore, the use of such images for school publicity purposes will require the consent of either the individual concerned or, in the case of pupils, their legal guardians.

2.2. The head teacher is responsible for deciding whether parents/carers can be permitted to take photographs and/or video recordings during school events.

2.3. If permitted to do so, parents/carers may use photographs/videos at school events for their personal use only and these must not be circulated (including on the internet). The same applies to photos taken on personal mobile phones or tablet devices.

2.4. The head teacher will notify the parents/carers of his/her decision and of the requirement to observe the constraints on the use of photography and digital images in advance of any school performances, productions or other similar events.

3. Parental consent

3.1. Written permission must be sought for children to be photographed (including video) during school events.

3.2. Parents are required to provide written consent to gain permission to publish photographs in public or on a website. Please see [Appendix 1](#).

3.3. If there is a disagreement over consent or if a parent does not respond to a consent request, it will be treated as if consent has not been given and photographs will not be taken or published.

4. Use of images in publication and on the internet

4.1. If the school wishes to use images/video footage of pupils in a publication, such as the school website or prospectus, written permission will be sought for the particular usage from the parent/carer of the pupil.

- 4.2. Children's names or other details will not be included in photographs of children published on the school website.
- 4.3. Only images of children appropriately dressed will be used to reduce the risk of images being inappropriately used.
- 4.4. The school will ensure that any images/video of children are stored securely and used only by authorised individuals. Electronic images are to be stored on a secure network so that they are not accessible to members of the public.
- 4.5. The school will not use an image of any child who is subject to a court order.
- 4.6. The school will not use photographs of children or staff members who have left the school without their consent.
- 4.7. Any concern relating to inappropriate or intrusive photography or publication of content is to be reported to the head teacher.

5. Use of a professional photographer

- 5.1. If the school decides to use a professional photographer for school events, the head teacher will:
 - Provide a clear brief for the photographer about what is considered appropriate, in terms of content and behaviour.
 - Issue the photographer with identification, which must be worn at all times.
 - Let children and parents know that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs
 - Not allow unsupervised access to children 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 photographs for any other purpose.
 - Ensure that the photographer will comply with the requirements set out in the Data Protection Act 1998.
 - Ensure that if another individual, such as a parent or governor, is nominated to be the photographer, they must be clear that the images are not used for any other anything other than the purpose indicated by the school.

6. Permissible photography during school events

- 6.1. If the head teacher permits parents/carers to take photographs or video during a performance, the following must be adhered to:
 - Remain seated while taking photographs or videos during concerts, performances and other events.

- Minimise the use of flash photography during performances.
- In the case of all school events, make the focus of any photographs or video your own children.
- Avoid disturbing others in the audience or distracting children when taking photographs or video.
- Ensure that any and all images and video taken at school events are exclusively for personal use and are not uploaded to the internet, posted on social networking sites or openly shared in other ways.
- In certain circumstances, refrain from taking further photographs and/or video if and when requested to do so by staff.

Appendix 1

Photo and video consent form

Name of pupil: _____ Form: _____

Name of parent/carer: _____

Dear Parent,

Please understand that, occasionally, photographs of your child at school may be used in printed publications like the school prospectus and newsletters, project display boards or on the school website. Video or webcam recordings may also be used for school conferences or educational purposes.

Our school may also be visited by the media in order to celebrate a particular achievement or as part of footage for a high profile event.

To comply with the Data Protection Act 1998 and to protect your child's interests, please read the Conditions of Use and complete and submit the form below.

Please tick the relevant boxes where you give your consent to photographic images of your child being used. Please also indicate whether you consent to your child's name being associated with their image.

	Agree to: Use of image	Agree to: My child being named
In school materials aimed at the school community e.g. prospectus, newsletter, displays around school.		
On the school website		
In media/press coverage of the school		

I confirm that I have read and agree to the terms contained within this consent form. In addition, I support the school's Photography at School Events Policy.

Parental signature: _____ Date: _____

Pupil signature: _____ Date: _____

Conditions of use

- This form is valid for the period of time your child attends school, beyond which any images or video of your child will not be re-used.
- The school will not reveal the personal details or full name of your child in a photographic image, on video, on our website, in the school prospectus or in any of our other printed publications.
- The school will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website or in printed publications.
- If the school uses photographs of individual pupils, we will not use the full name of that child in any accompanying text or caption.
- The school will not use photographs in any form of internal or external publication where we do not have consent or where there is written objection from a parent/guardian.
- The school will not use photographs of pupils in inappropriate clothing.
- Schools will remind parents/carers annually, and they will be given an opportunity to reconsider their consent. Parents/carers can withdraw their consent at any time.