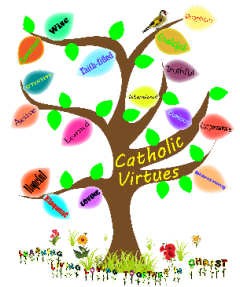




Photography and Video Policy

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Principles

This policy details the rules governing photography and recording videos at the school, the distribution of these photos and videos, and their publication on the internet. It covers the rules for staff, governors and parents, and is founded on four main principles:

1. Safety

The overriding priority is to ensure that photography does not lead, either directly or indirectly, to anything that may potentially endanger the safety of the children of our school.

2. Privacy

We believe that every child and parent is entitled to their own privacy, and can therefore choose not to feature in photographs or videos recorded at the school.

3. Projecting the right image

Photographs taken at school should not do anything that may cause embarrassment to our school, the children, or the staff.

4. Celebrating children's achievements

It is natural for every parent to want to share their children's activities and achievements at school with their friends and family. This school is keen to allow this as much as possible, while keeping this in balance with the first three principles.

Consent

When a child joins the school, their parent or guardian is asked for consent for the child to appear in the following places, for the following reasons: **Display around school, School publications (Newsletters etc.), School website, Social Media, Historic purposes for school archives and displays, School prospectus, Release to press.**

The school encourages all parents to provide consent, as it enables us to include all the children in depictions of school life, but we recognise and respect the right to refuse consent. Parents may withdraw consent at any time or grant consent if they had previously declined.

School Website

The school endeavours to publish on the school website a selection of photos and videos of school events and general school life. Any material published to the website must be assessed to ensure it meets the following safeguarding rules:

- It must not feature any child whose parent or guardian has not given consent.
- It must not offer any means of identifying a child by name.
- It must not in any way embarrass the school or the children and staff involved.
- It should usually not include any child who left the school more than two years ago.

Photos and video intended for the school website should be taken either by a member of staff, or another person (typically a governor or parent) and be used in accordance with this policy

Rules for Parents, Guardians and Governors

Parents and guardians are permitted to take photographs and record videos at designated school events, as long as they agree to the conditions described in this policy.

These events include:

- Harvest and Easter services
- Music assemblies
- Sports Day
- Christmas Play
- Nativity Service

Outside designated events

It is not permitted to use a camera on school premises at any time outside these designated events unless explicitly authorized by the head teacher.

Distribution and publication of photos and videos

Photos taken at these events are for your own personal use only. They may be shared by email with friends and family, but must not be published on any internet site. This includes Instagram, Facebook, Twitter, YouTube, Pinterest and all other social media services.

The reason for this restriction is that it is not possible for individual parents to ensure that all four of the safeguarding rules described above are adhered to at both the time of publication, and later.

Photos featuring only your own children

If you have taken a photo or video which includes only your own children, you may share it on the internet however you like. However, there must be no other children in shot, however briefly or clearly they can be seen. The reason for this is that the school recognises that how you use photos of your own children is a decision purely for you.

Withdrawal of permission

Failure to adhere to these conditions may, at the discretion of the Head Teacher, lead to a withdrawal of permission to use a camera at future events.

Rules for Staff

Staff may take photos and video anywhere within the school for the purposes indicated on the parental consent form. These may be published to the school website if they conform to the safeguarding rules described above. They may not be published on any other internet or social media site, except those that are used by the school website.

Subject to approval of the Head Teacher, photos and videos may be stored on secure, password-protected internet services for archival or transfer purposes. They may be stored on password-protected staff laptops.

They may be shared with other members of staff by school email to support teaching work.

The school cameras should be used to take photographs where possible. When the sole purpose of the photo is upload to the school website, staff may use their own mobile phones, as long as the photo is deleted after upload.

External Photographers

Terms for external photographers, such as local newspaper photographers, must be agreed in advance with the Head Teacher. These are considered on a case-by-case basis, and must conform to the safeguarding rules described above.