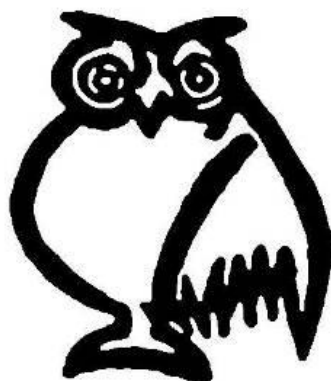


Danbury Park Community Primary School



Policy on Photography in School

Last revision dated:	Spring 2018
This revision completed during:	Summer 2020
Agreed by the governing body:	09/07/2020
Next revision due:	Summer 2022

Be wise, be happy, belong



Danbury Park Community Primary School Policy on Photography in School

N.B. The word photography is used in this policy to include traditional photographs and digital images of any kind, still or moving.

1. Aims

- 1.1. To protect the right of parents/carers to consent to their children being photographed for particular purposes at school;
- 1.2. To emphasise the school's protective ethos towards pupils in respect of potential inappropriate use of visual images of children;
- 1.3. To avoid children being distracted by photographic activity during events;
- 1.4. To enable all visitors at school performances and activities to enjoy the event without the distraction of others taking photographs or videoing near them;
- 1.5. In maintaining this policy, we seek to comply with the Data Protection Act and with the principles of safeguarding and protecting children.

2. Principles

- 2.1. For many years photography has contributed to our culture. It plays a significant role in commerce, entertainment and communication; it is commonplace in our homes and it is an important element of school life.
- 2.2. At Danbury Park Community Primary School we feel it is vital that achievements are recognised and that pupils feel valued, proud and happy. Photography is a useful tool within school and it is employed routinely in many ways, for example record keeping, displays, teachers' lessons and the children's own work.
- 2.3. Parents/carers are also understandably keen to record their children's special moments in school such as appearances in school productions, sports days etc.

3. Photography of Children by the School

- 3.1. When children join Danbury Park Primary School all parents are asked to give their consent for photography of their child by completing a permission slip that is held on file. A register is kept of children who must not be included in team photographs, videos of school plays, records of class trips, or any other photographic image, moving or still. We would ask parents/carers to consider very carefully the impact of such a decision on the child as we would not wish any pupil to feel that he or she was being punished as a result of parental concern.
- 3.2. When children join Danbury Park Community Primary School in the Early Years Foundation Stage parents are asked to give their permission for photographs and short films of their child to be uploaded to *Tapestry*. This is an online resource used by the school to store evidence of each pupils' achievements, to which parents have access and



to which they can contribute. Full details are provided to parents when pupils join the school. At the end of each academic year, all *Tapestry* accounts are deleted.

- 3.3. On occasions photographs are used for the press and other promotional purposes. We are, however, sensitive to the wishes and rights of parents/carers who may not want their children to be photographed and who may have concerns about the uses of such images.
- 3.4. Photographs will not be taken of children when they are vulnerable e.g. – upset, hurt or in a state of undress.
- 3.5. We normally avoid naming individual pupils where their pictures appear in a publication, though there are clearly instances where the pupils, parents and the school would wish to celebrate achievement and include the details of the contributing individuals. These will be limited to first name and age only unless prior permission is obtained from parents/carers.
- 3.6. The above commitments apply to occasions where the school can exercise reasonable control of the situation. It is clearly not always possible to stipulate conditions for photography, for example in public places during school visits.
- 3.7. The taking of individual and group photographs by a professional photographer is a regular school event. Parents are informed in advance. Reputable commercial photographers are involved and the law allows them to retain the copyright in the photographs.
- 3.8. Occasionally the school may employ the services of a photographer to create a video of a school play to be sold to parents/carers who wish to have their own copies. A reputable commercial photographer will be employed and permission from parents/carers will be obtained in advance.

4. Photography of children by Parents/Carers in School

- 4.1. We understand that parents/carers want to record their children's special milestones and events in school and where possible we will make every effort to ensure this can be done.
- 4.2. When children join Danbury Park Primary School all parents/carers are asked to sign an undertaking that any resulting photographs or video are for personal use only and will not be used on websites to which the public have general access, sold or used for any other purpose.
- 4.3. In fulfilling the above commitments, we may:
 - ask parents and others to refrain from photography at events where we appoint an official photographer and make arrangements to supply copies of pictures to parents. We will give notice of this in invitations to the events;
 - ask parents and others who wish to take photographs, where this is permitted, to do so from the rear of the audience, so that they do not impair the view of others, or provide opportunities at the end of the event. We will give notice of this in invitations.

5. Storage in School

- 5.1. Digital photographs and images are stored on the school's computer network.
- 5.2. Rights of access to this material are restricted to the teaching staff and pupils within the confines of the school network and learning platform.



- 5.3. The school's ICT technician has the responsibility for deleting images when they are no longer required, which would usually be the beginning of the next academic year, or the pupil has left school.
- 5.4. Photographs taken as records of events or for educational purposes may be displayed around the school. They are then destroyed after use.
- 5.5. Where pictures are of historical interest, we may make them available to the Essex Record Office and will inform parents accordingly.