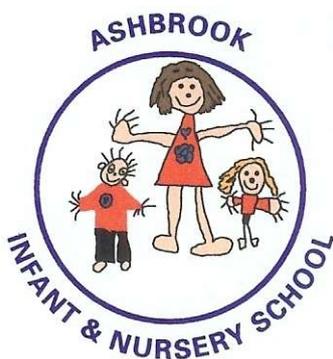


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| Document Name | Policy for Photographs and Photography |
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| Date approved | 2021 |
| Current document | Version 2 |
| Review Date | Summer 2021, checked March 2024 – no changes |



ASHBROOK INFANT AND NURSERY SCHOOL Photographs and Photography Policy

This Policy applies to all pupils including EYFS

Introduction

Photography in schools is subject to the Data Protection Act 1998 regarding the rights of individuals to have information of a personal nature treated in an appropriate manner and the Human Rights Act 1998, protecting the privacy of individuals and families. As well as these statutory rights, restrictions on photography arise from issues of Safeguarding and Copyright in performances.

Ashbrook Infant and Nursery School recognises that it is difficult to balance the benefits of having photographic records of the wide variety of events that take place day to day in a school environment, whilst also appropriately protecting the individuals associated with the school.

Extra care must be taken when considering the role of photography with EYFS pupils in the school.

Definitions

'Photography' includes photographic prints, streaming media and transparencies, video, film and digital imaging, created using devices such as cameras, video cameras, phones or tablets, etc.

'The School' is Ashbrook Infant and Nursery School.

'In School' is whenever and wherever students and staff are the responsibility of or representing the School.

'Parent' means anyone with parental rights and responsibilities in relation to a student, or EYFS pupil including Guardians and Carers

Photography Policy Statement

- Photographs taken for curricular, assessment, security, registration, training and development or travel reasons will not be used for any other purpose. This includes EYFS pupils who have their photographs taken to provide evidence of their achievements for developmental records (EYFS Framework 2012) and as part of their end of Foundation Stage Profile.
- Publicity photography is helpful in publicising the success of the students and the school and in promoting educational initiatives. From time to time members of the press and media are invited into school to cover events celebrating success. However, the views of parents who, for any reason, do not wish their children to appear in such photographs will be respected at all times as will the views of the senior students. (see Appendix 1- Media Consent Form),
- Ashbrook Infant and Nursery School will judge each situation regarding photographs and video images portraying students on a case by case basis.

- The School will use reasonable judgement when using images for the progression of the School and its students whilst always respecting the wishes of the individual and their parents.

Aims

The policy aims to:

- Facilitate photography for the business purpose of the school
- Facilitate photography for educational and record keeping purposes, including the EYFS Profile.
- Respect the rights of the individual
- Safeguard individuals
- Allow personal family photography where possible

Use of Digital and Video Images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and students instant use of images that they have recorded themselves or downloaded from the internet. However, staff and students need to be aware of the risks associated with sharing images and with posting digital images on the internet. Those images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. There are many reported incidents of employers carrying out internet searches for information about potential and existing employees. Ashbrook Infant and Nursery School will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm (see Acceptable Use Policy for Students; Acceptable Use Policy for Staff and Staff Code of Conduct):

- When using digital images, staff should inform and educate students about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.
- Staff are allowed to take digital / video images, using School equipment, to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images.
- Care should be taken when taking digital / video images that students are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Students must not take, use, share, publish or distribute images of others without their permission

- Photographs published on the website, or elsewhere that include students will be selected carefully and will comply with good practice guidance on the use of such images.
- Students' full names will not be used anywhere on a website or blog, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of students are published on the school website or for other promotional material (appendix 1)
- Cameras and mobile phones are prohibited in the toilet or nappy changing areas.
- Visitors, volunteers and students are not permitted to use their own mobile phones to take or record any images of pupils at any time.

Photography by School Staff

School staff can be involved in the photography of students and staff for the following main purposes:

- Student administration.
- Curriculum work.
- EYFS Profile record keeping and evidence gathering.
- Corporate and community activities.

Good Practice

The following advice represents good practice in the use of photographic images involving students.

1. When taking a picture The School must obtain the consent of the person in the picture (for students over the age of 16) or their parent or carer for all other students including EYFS pupils. (Data Protection Act 1998)
2. Ensure that the commitment made in the consent form (appendix 1) is followed:
 - a. Not to name the student
 - b. Not to use the photograph out of context
 - c. Not to use the photograph to illustrate sensitive or negative issues
3. When photographing students:
 - a. Check parents/carers have given permission through the Consent Form (appendix 1). Staff should note that a list of students without Media Consent will be kept centrally in the School Office. It is each member of staff's responsibility to check this list if they intend to use any images of students.

- b. Ensure all students are appropriately dressed.
- c. Avoid photographs that only show a single child with no surrounding context of what they are learning or doing. A photograph for identification purposes may endure for several years but should not be retained when replaced or expired.
- d. Do not use images of a student who is considered vulnerable.
- e. Avoid naming students. If a name is required use only the first name.
- f. Use photographs that represent the diversity of the students participating.
- g. Events such as, Sports day and Fundraising Events may be recorded by video and photographs by staff and parent/carers
- h. Report any concerns relating to any inappropriate or intrusive photography to the Safeguarding Officer.
- i. Do not use any images that are likely to cause distress, upset or embarrassment.

4 Staff should use school equipment wherever possible for recording images of children. If exceptionally it is necessary for staff to use their own equipment (eg due to the malfunction of school equipment or an unexpected event) then the image should be handed to the school at the earliest opportunity and deleted from staff equipment, including mobile phones.

5 Many mobile phones have in built cameras and staff are permitted not to use these.

6 Visitors may only use their phones outside the building.

7 Photographs taken by staff on school visits may be used in the curriculum and displayed within the school or at parents' evenings to illustrate the work of the school provided they have the appropriate consent.

8 Copyright and use of photographs is carefully controlled by and retained safely by the school. Photographs taken professionally are circulated to parents, for purchase.

9 Photographs held by the school must be annotated with the date on which they were taken and stored securely. They should not be used other than for their original purpose, unless permission is obtained.

10 Digital photographs are stored on the Teachers' Drive and Shared Drive accessible to Staff only. Photographs are stored in labelled files and annotated with the date. Identification is by Cohort only and no names are associated with the images.

11 Staff will regularly review stored images and delete unwanted material.

Photographs by Other Authorised Agencies

The involvement of other agencies can only be authorised by the Headteacher.

The other agencies are:

- Reputable commercial photographers, commissioned by the Headteacher. The law allows them to retain the copyright of the photographs.
- The press and other media. Copyright rests with the photographer.

The purpose of the pictures must be explained to the parents or the students themselves (if over school leaving age) and written permission (through the Media Consent Form) must be sought. Students must not be photographed for these purposes under any circumstances unless written permission has been obtained.

Parents should be made aware that, when class or group photographs are taken by a commercial agency, the photographer retains the copyright. They should be given contact details of the agency used.

Parent Photography

Photography in schools traditionally forms an enduring part of each family's record of their child's progress and a celebration of success and achievement as well as being an established social practice.

Where practical, arrangements can be made to allow photographs to be taken by parents and other guests attending school events. Photography must not, though, be allowed to upset the performance or smooth running of the event or affect the health and safety of students and others.

The School's Media and Photograph consent form **MUST** have been completed for every pupil prior to them attending the school, to enable parents to register their permission / nonpermission for parent photography to take place.

When a parent does not agree to their child being photographed, the Headteacher must inform staff and make every effort to comply sensitively.

Parental photography must not include any child whose parent has refused consent for any reason. This may necessitate offering photography opportunities before or after the event of those who are authorised to be involved.

Parental photography is secondary to the main aims and purposes of performances and must not be allowed to interfere with the opportunities for student participation.

If parents are unsure whether or not permission has been given by staff to record a particular performance or event, they should ask the person responsible for organising it. If permission is granted it will be for private use only and not for social media sites.

Student Photography

Students will photograph each other extensively during certain activities. Staff should maintain the supervision and management control expected in their “duty of care” role. They must ensure they inform all students of the expectations with regard to photographing their peers.

Regular Assemblies for Reception age pupils upwards, are given to educate pupils of how to responsibly use their devices which may have photographic capabilities.

Examples of Specific Situations

1. Sports Day ~ If a student who is vulnerable or does not have consent is involved in such an event, it is necessary to liaise with a member of staff from the other establishment so they are aware of the parent/carers wishes and can seek the cooperation of the parents from the opposing team. In this situation spectating students must be made aware they cannot take, use, share, publish or distribute images of others without their permission.
2. Teacher Training Portfolios ~ It will be necessary during teacher training and the NQT year for colleagues to compile portfolios of evidence. Staff must act responsibly when compiling these images and a member of the SMT may wish to see the images in the portfolio to consider their appropriateness.
3. Displays ~ Displays must depict students in an appropriate way and the relevant permissions must be obtained.
4. Internet Sites ~ The School Business Manager must only use appropriate images on the website.

Appendix 1

Staff are required to check that parents have signed the Consent Form below for giving school permission to take photographs. If not then permission should be sought.

Ashbrook Infant and Nursery School

Annual Media Consent Form

The purpose of this form is to obtain consent from parents to use photographs and other 'media' to promote the school and to celebrate publicly, the successes and achievements of pupils, both during and after their education at Ashbrook Infant and Nursery School.

From time to time representatives of the news media are invited to cover events at Ashbrook Infant and Nursery School. When this happens there is a possibility your child / ren may be photographed, videoed, or interviewed for a news story.

I hereby consent to the use of photographs / videos / interviews taken of my child / ren by Ashbrook Infant and Nursery School or the media for the purposes of advertising or publicising events, activities, facilities, programmes of Ashbrook Infant and Nursery School in newsletters, website, other publications, television, radio and other communications and advertising media. The images will:

Media Consent:

Please tick one of the choices below:

- Yes, I allow my child / ren to be used for publicity by and for the School (as mentioned above)
- No, I do not want my child / ren to be used for publicity by and for the School (as mentioned above)

There may be occasions where a newspaper or magazine article is written about an event, the success of a sports team or winners of a competition, in these cases the newspaper or magazine will want to publish photographs with names attached.

I hereby consent to the use of photographs taken of my child/ren by Newspapers or magazines to celebrate victories or recognise events to be published with the name of my child associated with the picture.

Specific Media Consent:

Please tick one of the choices below:

- Yes, I allow my child / ren to have their name associated with their photograph in newspaper or magazine articles (as mentioned above)
- No, I do not want my child / ren to have their name associated with their photograph in newspaper or magazine articles (as mentioned above)

Printed Name(s) of Child / ren:

Printed Name of Parent or Guardian:

Signature of Parent or Guardian:

Date:Period covered: 2023/24 Academic Year

We do not share your contact information with outside parties.