



Photography Policy

Bramley Church of England (VA) Infant and Nursery School

Policy effective from June 2021

Approved by Headteacher

Last reviewed on June 2018

Next review due by June 2024

Version history

Version	Description of change	Author	Approved
2.0	Reformatting and standardisation of language.	Shona Taylor	Headteacher, June 2021
1.0	Original version.	Elaine Spick	Governors, June 2018

1. Introduction

As a school, Bramley Church of England (VA) Infant and Nursery School (the School) uses photographs for many purposes, whether that be for displays or local newspapers. This policy has been put in place to ensure safety and discretion when using cameras and photographs in the school setting.

2. Consents

All parents are required to give consent for the inclusion of their child in photographs. The School separates photographs in to the following categories:

- Photos used in school displays.
- Photos on the school website.
- Photos appearing in school journals.
- Photos appearing in local and/or national press.
- Photos appearing on the school facebook page.

These must all be agreed with parents before their child starts at the School and will be individually recorded on the School's SIMs management information system.

After recording the consents given by parents, the School will assume these permissions are valid for the child's whole time at the School unless told otherwise. Parents retain the right to withdraw consent at any time.

3. The Child's Identity

The School understands that by using a child's photograph it could allow the remote possibility of people outside the setting being able to identify them. Although this is highly unlikely, the School takes the following steps to make sure each child is as safe as possible.

- Where possible the School will use general photos of group activities rather than photos of individuals.
- The School will always ensure that children photographed are in suitable dress so as to maintain modesty.
- If a child has been named (in the local press for example) the School will ensure that photographs of individual children are never used.
- If a child's photo is being used then the School will make sure not to name them.
- The School will always provide minimal information when publishing a child's photograph.

4. Use of Images of Children by Press

There may be occasions when the press take photographs of children involved in a larger event, e.g. sports gathering. The same guidance regarding consent applies on these occasions. The manner in which the press use images is controlled through relevant industry codes of practice as well as the law.

Ultimately it is the School's responsibility to ensure the safety of the children used in the press for school purposes. The School will always make sure that any present members of the press are aware of the sensitivity in detailed captioning and close-up photography from a safeguarding perspective.

5. Parental Rights to take Photographs

Parents are not covered by the Data Protection Act 1998 if they are taking photographs or making a video recording for their own private use. The Act does not therefore stop parents from taking photographs or making video recordings at such events as plays or sports events. Parents are not permitted to take photographs or to make a video recording for anything other than their own personal use (e.g. with a view to selling videos of an event). Recording and/or photographing other than for private use would require the consent of the other parents whose children may be captured on film. Without this consent the Data Protection Act 1998 would be breached.

Although it is not a breach of the Data Protection Act 1998 for parents to film/photograph children at a school event, the Headteacher retains the right to ban use of cameras and video recorders at school events should they feel it is necessary for the safety of some children.

6. Official Photographs

Every year the School invites an official photographer to take portraits (school photos) of children, individually and with their siblings. These are used on SIMs to make internal identification of a child easier for office staff who don't know all the children, and they are offered to parents who wish to purchase them. The School will always undertake its own checks on these photographers/companies to ensure they are valid. No visitors to the school will ever be left alone with the children. They will always be accompanied by a Disclosure and Barring Service (DBS) checked teacher or teaching assistant.