



Photographs and Images of Pupils Policy – pupils, parents and visitors.

This policy will be reviewed annually
Policy reviewed: August 2018 by SMT
Next review: August 2019 by SMT

1. Introduction

1.1. *Scope:* This policy covers the data protection implications of the pupils, parents and taking and using photographs and recordings of pupils. It applies when they do anything in relation to a photograph and/or recording of a pupil which will include other pupils. This includes, but is not limited to, taking, editing and storing photographs and recordings.

Pupils, parents and visitors may be prevented from taking images and recordings of an event if it is subject to copyright or performing rights restrictions. This will be communicated to parents and visitors in advance of the event starting, for example, by placing a statement in the invitation or programme or by making an announcement at the start of the event.

1.2. *Interpretation:* “Recording” means a video or audio recording recorded on any device and includes live-streaming.

1.3. *Policies:* The following policies are relevant to this policy:

- Anti-bullying
- Behaviour management
- Safeguarding
- Acceptable Use Policy
- Parent terms and conditions

1.4. Where parents or other visitors (such as grandparents and family friends) take photographs or videos for personal use this is not covered by data protection legislation but nonetheless there are restrictions on taking photographs set out in this policy and these must be adhered to.

1.5. If an event is subject to copyright or performing rights restrictions the school may prevent visitors from taking images. The Headteacher will co-ordinate how this is communicated to visitors. For example, by placing a statement in the invitations or by an announcement at the start of the event.

2. Taking photographs and recordings

Pupils, parents and visitors are not permitted to take photographs and recordings on site or at school events, without the prior permission of the school.

Even when acting with permission, they must not take photographs and recordings of other pupils which:

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- might cause embarrassment or distress;
- are associated with distressing or sensitive issues;
- are unnecessarily intrusive;
- are taken when (a) pupil(s) would not expect their activities to be recorded or photographed;
- involve using a device which would enable a third party to take photographs or recordings remotely.

Pupils, parents and visitors must not use photographs and recordings of other pupils taken at school, at school events or on school trips, to share on social networking sites, blogs or in any other way, without the permission of the school. Parents should avoid publishing comments on activities about or recordings involving pupils other than their own child.

Pupils must not share photographs or recordings of other pupils taken at school, at school events or on school trips, with third parties, such as publishers, journalists or web designers, without the permission of the school. Parent and visitors must not share photographs or recordings of other pupils taken at the school or on school trips, with third parties, such as publishers, journalists or web designers unless this has been authorised by other parents at the school.

3. Taking photographs and recordings of pupils from other schools

There will be situations where pupils from other schools attend events at the school. The same considerations apply as set out in paragraph 2 above.

4. Safeguarding

Parents must be mindful of safeguarding issues when taking and using photographs and recordings of pupils. Examples of actions which might raise safeguarding concerns are:

- taking an unusually large number of images or lengthy recordings;
- taking images or recording in inappropriate settings such as cloakrooms, toilets or changing areas; or
- taking images or recordings of children who are apparently unaware that they are being photographed or recorded.

5. Sanctions

5.1 Pupils consistently breaching this policy will be dealt with under the behaviour management policy.

5.2 A parent who breaches this policy in a way which is deemed to constitute a safeguarding matter will be dealt with in accordance with the safeguarding policy. The head teacher reserves the right to invoke paragraph 8.13.3 of the parent terms and conditions if such a situation arises.

5.3 For breaches of this policy which do not raise safeguarding issues:

5.3.1 In the first instance the parent will be reminded of the provisions of the policy and required to cease taking the images or recording and if necessary delete the image or recording from publication. The parent may be required to delete the image or recording from their device.

5.3.2 If a parent persistently breaches this policy the headteacher reserves the right to deny the parent access to school events.

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