



DAYSPRING TRUST

Venerable Bede CE Academy

Photography Policy

Reviewed January 2016

Introduction

1.1 Photography of students 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 child protection and copyright in performances.

1.2 In this policy, '*photography*' includes photographic prints and transparencies, video, film and digital imaging and '*in school*' is whenever and wherever students and young people are the responsibility of the school. '*Parent*' means anyone with parental rights and responsibilities in relation to a student.

1.3 This policy is intended to:

- facilitate photography for the school;
- respect the rights of the individual;
- safeguard child protection;
- allow personal family photography where possible.

1.4 The Parental Handbook makes it clear that the school recognises the issues of child protection and personal privacy and that a policy aimed at safeguarding students exists (see Appendix 1).

1.5 A statement in the School Prospectus outlines that the use of, specifically mobile camera phones, during school time is not acceptable. This is in view of the risks inherent in such use, possibly but not necessarily covert, which includes the existence and/or distribution of photographs contrary to the wishes, welfare and privacy of students and staff.

2. Photography by School Staff

2.1 The business of the school can involve school staff in the photography of students for the following main purposes:

- a) Student administration
- b) Curriculum and coursework
- c) Corporate and community

Copyright and use of these photographs is carefully controlled by the school, i.e. retained safely by the school or issued to the student concerned.

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

2.3 Photographs must be destroyed or deleted from databases once they are no longer required for the purpose for which they were taken. For example, a photograph for identification purposes may endure for several years but should not be retained when replaced or expired. Photographs taken for publicity and promotional purposes should be retained for a maximum of two years. Photographs contributing to the history of the school, its students, activities or the community can be retained indefinitely.

3. Photographs by other Authorised Agencies

3.1 The involvement of other agencies may only be authorised by the Executive Headteacher or Head of School, by The Children's Services or by Corporate Communications Manager/Press Office. The other agencies are:

- Children's Services.
- Commercial photographers commissioned by the council or Executive Headteacher or Head of School. Copyright rests with the photographer.
- The press and other media. Copyright rests with the photographer.
- Officers of the council, including the Children's Services. The authority controls copyright.

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

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

4. Parental Photography

4.1 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.

4.2 Where practical, arrangements should allow photographs to be taken by parents and other guests attending school sports, concerts and similar 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.

4.3 A pro-forma (Appendix 2) should be issued to parents at first enrolment and renewed annually registered their permission/non-permission for parental photography.

4.4 Parental photography must not include any child whose parent has refused consent for any reason. This may mean offering photography opportunities before or after the event or those who wish 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.

4.5 Commercial copyright in a dramatic performance or musical will normally exclude any audio or video recording by the public (i.e. other than the school for internal purposes) and in that event parents and their guests must be informed that the infringement of copyright is strictly forbidden.

APPENDIX 1

Photography Policy Statement

This school has a photography policy, which is in accordance with data protection and human rights legislation. Photographs taken for curricular, assessment, security, registration, training and development or travel reasons will not be used for any other purpose. Publicity photography is helpful in publicising the success of the school and in promoting educational initiatives. From time to time members of the press and media are invited into schools 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, themselves, in secondary schools.

School Trips

Photography by staff on school trips and visits may be used in the curriculum and displayed within the school or at Parents' Evenings to illustrate the work of the school. Parents may be allowed to purchase a copy of a photograph of their individual child, or as part of a group, if the parents of the other children in the group are in agreement.

Concerts/Plays/Prize-giving/Sports Days

If photography is permitted, parents and guests should take care to avoid distracting students and the audience. They should observe any constraints imposed by school staff. Video or sound recording of a copyright musical or theatrical performance is normally forbidden and photography may also be restricted for reasons of child protection or out of respect for the rights and privacy of individuals. If so, photography opportunities will, instead, be arranged before or after a performance or an event, if possible. If parents are unsure whether or not permission has been given by staff to record a particular performance or event, parents should ask the Head of School.

School Photographer

Class and individual or group photographs are annual school events. Parents are asked in advance whether or not they wish their children to be included in these events. Reputable commercial photographers are involved and the law allows them to retain the copyright in the photographs.

APPENDIX 2

Dear Parent/Carer

Parental Consent Form for the Use of Photographs of Children

Students are photographed in connection with school plays, concerts, prize giving, residential, school trips, performances and sports events for educational purposes.

Parental 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.

We require, on an annual basis, your permission for these photographs to be taken.

- 'Photography' includes film, video and digital imaging
- 'Parent' means someone who has parental responsibilities for a student
- Students over school leaving age may complete this form on their own behalf

Please note: The school may not be able to comply with your request if the record is needed for National Curriculum purposes.

✂

I **give permission** for photographs of my child to be taken.

(Child's name): _____

Signed: _____
(Parent/Carer)

Date: _____

✂

I **do not give permission** for photographs of my child to be taken.

(Child's name): _____

Signed: _____
(Parent/Carer)

Reason: _____

Date: _____