



'Growing, loving and learning in the arms of Mary'

Photography Policy



Photography Policy

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PRINCIPLES AND PRACTICE

Photography of pupils 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.

It is the school's understanding that photography (includes photographic prints and transparencies, video, film and digital imaging) generated by a parent (anyone with parental rights and responsibilities in relation to a pupil) in school (whenever and wherever pupils and young people are the responsibility of the School Governors/Children's Services) are for the sole use of the family concerned. They are not for display, distribution any other purposes outside of that family.

The Governing Body wishes to make every effort to prevent any inappropriate use of photography of pupils of St Mary's RC Primary School, whilst acknowledging that families wish to photograph their children at school events throughout their school life.

At the beginning of each new school academic year a pro-forma (**Appendix 1 – Parental Consent Form for the use of Photographs of Children**) will be issued to parents asking them to register their permission/non-permission for parental photography.

2.

PARENTAL PHOTOGRAPHY

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

Photographs taken by parents are allowed but must not be allowed to upset the performance or smooth running of the event or affect the health and safety of the children and others. Parental photography **must not include any child whose parent has refused consent** for any reason.

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

PUBLICITY

Publicity photography is helpful in publicising the success of the school and in promoting educational initiatives. On occasion members of the press and media are invited into school to cover events. 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.

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. The school will only ever use reputable commercial photographers. The photographers retain the copyright of all photographs.

PHOTOGRAPHS BY OTHER AUTHORISED AGENCIES

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

- Children's Services **0191 520 5560**
- Commercial photographers commissioned by the council or Head Teacher. Copyright rests with the photographer.
- The press and other media. Copyright rests with the photographer.
- Officers of the council, including Children's Services. The authority controls copyright.

PHOTOGRAPHY BY SCHOOL STAFF

School staff are involved in photography of children for the following purposes:

- Pupil Administration
- Curriculum and Course Work
- Corporate and Community

Copyright and use of these photographs is carefully controlled by the authority ie. retained safely by the school or issued to the people concerned or safeguarded by an officer of the council.

Photographs held in school must be annotated with the date on which they were taken and stored securely. Photographs held in school will be destroyed or deleted from databases once they are no longer required for the purpose for which they were taken. Photographs taken for publicity and promotional purposes should be retained for a maximum of two years. Photographs contributing to the history of the school can be retained indefinitely.

Photographs 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.

Guidance for School Staff is contained within the Staff Handbook.

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MOBILE CAMERA PHONES

The use of mobile camera phones is not permitted during school time. This is in view of the risks inherent in such use, possibly but not necessarily covert, which include the existence and/or distribution of photographs contrary to the wishes, welfare and privacy of pupils, young people and staff.



Annual Consent Forms 2016-17

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Photography and use of images

Throughout the year pupils are photographed / videoed in connection with school plays, concerts, prize giving, residential trips, educational visits, performances and sporting events. Photographs / videos taken in school to record activities and events and may be used for displays or put on the school website. Pupils work or photographs may also be published on the school website.

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 also invited into schools to cover events celebrating success. (A full copy of the photographic policy can be found on the school website).

Local Visits

During the year we may take children off site e.g. walk to the local park, swimming baths, Sunderland City Centre. We request permission to take your child out on such visits and you will be advised beforehand of the dates. A separate consent form will be issued for residential visits, visits that incur a cost and visits that last a whole day.

E-Safety

Permission must be granted for your child to have access to use the Internet and other ICT facilities at school. School will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using a filtered Internet service, secure access to email, employing appropriate teaching practice and teaching e-safety skills to pupils. However ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, The school may contact you if there are concerns about your son/daughter's e-safety or e-behaviour. I hope you will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if you have any concerns over your child's e-safety. (A full copy of the E-Safety Policy is available on the school website).

Year 5 and 6 ONLY - Arrivals and departures

If you wish to take responsibility for your Year 5 or 6 child making their own way from home to school and back, we will require you to tick the consent below, otherwise you will have to collect your child from the school yard.

I give permission for my child
.....Class.....

Tick to agree:

- to have photographs/videos used within school, on the website and within the local press during the year
- to visit local places in Sunderland during the year
- to have use of the internet
- to staff applying sun block to your child's face and arms in very hot weather (or older children to apply sun block to themselves)
- I have read and agree to abide by the Parent Code of Conduct
- **Year 5 and 6 ONLY** - Arrivals and departures, I agree to my child making their own way home.

Date..... Parent's/Guardian's Signature