



Clophill St. Mary's CofE Lower School
Use of Photography and Video Recording Policy July 2019
(linked to Safeguarding and Child Protection Policy)

Previously ratified: July 2017
Ratified every 2 years

*"In everything, treat others the same way you want them to treat you."
Matthew 7:12*

Rationale:

At Clophill St. Mary's CofE Lower School, we feel that it is important all schools take practical steps to ensure that pictures and images taken of children in school are done so in a way that reflects the protective ethos of the school and abides by the wishes of the child or children's parents. It is not illegal to take photographs of children in schools, but photographs and video images of pupils and staff are classed as personal data under the terms of the Data Protection Act 2018. Therefore, using such images for publicity purposes will require the consent of the legal guardians of our pupils. Similarly, we believe in respecting the rights of parents to not have their child in photographs taken by other adults and visitors to our school.

Principles:

- Images will not be displayed on websites, in publications or in public places external to the school grounds **without consent from parents**
- Any parents that are anxious or concerned about their child being photographed (even as part of a 'group') must contact their child's class teacher **immediately** who will inform **all members of the Senior Leadership and Office Teams of this matter**
- When licensing allows, school productions may be filmed and sold to parents. Parents will always be asked to agree to allow their child to participate in this production and, where there is disagreement for any reason, appropriate arrangements will be made
- Where relevant, upon placing an order to purchase a DVD, parents agree not to distribute any of the material on social networking sites, Youtube or similar
- Parental permission regarding photography and filming will always be sought before any event that parents are attending e.g. assemblies, sports day, church services etc.
- If all parents agree to photography/filming at such events, parents agree not to distribute any photographs or films on social networking sites, Youtube or similar
- Photographs taken during educational visits are to be held in school. Where these are to be shared with parents (when pupils travel to Caythorpe Court in Year 4), permission will be sought from parents prior to sharing or distribution of the images
- Photos publicised on the school's website are in the public domain and, as such, the school cannot be held responsible for the copying or use of images by visitors

Application:

- At times, the school may wish to use images of pupils for publicity materials. A consent form is given out to be signed by parents when this is relevant
- Parents must inform the school immediately in writing if any information with regards to their consent needs changing

- Parents with objections to *any* images of their child being taken or displayed in *any* form should notify the school. We will then adhere to this request and take appropriate action to prevent other parents taking images of that child
- Photo opportunities will be provided at the end of productions, assemblies and other events under teachers' supervision. No images will be taken of any children in unsuitable clothing or stages of undress. Staff will be careful to ensure any photographs taken will not breach any religious observance
- Names of children should not, as standard practice, be given with any image used for external requirements/publicity. Names will accompany photographs if the parent expresses a wish for this
- Guidance on uploading images to the school website are adhered to by all website administrators