



GILMORTON CHANDLER C of E PRIMARY SCHOOL
(Part of INSPIRING PRIMARIES ACADEMY TRUST)

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*'...bearing fruit in every good work
and increasing in the knowledge of God.'*
Colossians 1:10

Introduction

There are many occasions when staff and parents will want to take photographs of children. Such occasions include everything from observation, evidence, assessment and curricular purposes in the classroom to award ceremonies, performances, trips and sporting events as part of the extended activities programme. The intention of this document is to set out clear guidelines which will balance the use of photography as a source of pleasure and pride with the need to safeguard pupils and protect the rights of the individual.

This policy sets out to ensure that:

- Images are only used for the purpose intended
- The schools use of images is facilitated
- Personal family photography is allowed where possible
- Individual rights are respected and child protection issues considered
- Parents/carers and pupils are given the right to opt out.

Definitions

The term 'images' refers to photographic prints or slides, digital images, videos or moving images. The images may be distributed via print, DVDs, the internet or other technologies.

Safeguarding Pupils

The welfare and protection of our pupils is paramount and consideration should always be given to whether the use of photography will place our pupils at risk. To manage the risk of images being used to harm pupils, for example as a preliminary to 'grooming', radicalisation or by displaying them inappropriately on the internet the school takes the following precautions;

- Not revealing within the image personal details, such as pupils' date of birth, home address or telephone number.
- Taking into account additional consideration when photographing vulnerable pupils, particularly Looked After Children.
- Seeking consent from the person with legal responsibility for the child before publishing images that will be accessible outside of the school i.e. website, school social media, prospectus etc.

We strive for excellence in everything we do, working under God's guidance and endeavouring to enable all to flourish, bear fruit and live well together.

*Inspiring Primaries Academy Trust: a company limited by guarantee, registered in England and Wales, number 08540699.
An exempt charity. Registered Office: Church Lane, Gilmorton, Leicestershire*

Data Protection

The Information Commissioner's Office (ICO) maintains a public register which includes the name and address of 'data controllers' and details about the types of personal information they process. 'Notification' is the process by which each data controller's details are added to the register. All settings need to ensure they are registered with the Information Commissioner's Office every year. Failure to notify the ICO is a criminal offence. Notification is necessary if settings are processing personal information. This includes taking photographs of the children using a digital camera. Personal data (including images) held by settings must be included in the setting's notification. The Academy will apply legislation within GDPR to the sharing and distribution of images and will not share or distribute without the prior consent of parents/carers.

Parent/carer Consent

All children in school will, at some point, have their photographs taken as part of their class work and for school displays. The images taken in our Reception class form the basis of our assessment of the children and inform parents of the day's events. The images taken in other year groups form part of the children's learning and also act as a record of events. This is an integral part of the child's education.

In addition children's images may occasionally appear in school publications which are used to inform the school community and other stakeholders about school practices and events. Photographs may also appear on the internet through our social media pages, as well as on our school websites and blogs. This is an important way for us to recognise and celebrate the successes of pupils and the school. Consent will be sought from the people with legal responsibility for the child for the use of images that are published externally.

As part of the induction pack, parents/carers will be asked to complete a consent form indicating their agreement or objection regarding the use of images of their child that can be externally accessed. A list of pupils for whom consent has been refused will be maintained by the school and every effort will be made by staff not to include these pupils in photographs or video footage that is published externally. If parents/carers wish to remove their consent they can do so by informing the school office.

School Photography

Photographic and/or video images taken by staff may be used for curricular and/or extra curricular activities, displays, on the school website/social media pages, prospectus or newsletter, as evidence of the pupil's development or as part of publicity in the media.

Staff will ensure that:-

- They are clear about the purpose of the activity and what will happen to the images when the activity is concluded.
- They always use school equipment for taking images.
- They never record images using their personal camera, mobile phone or video equipment or for their own personal use.
- They will never photograph pupils in a state of undress, for example whilst changing for PE.
- They will report any concerns about inappropriate or intrusive photography to the Designated Safeguarding Lead following the school's safeguarding procedures.
- They will only externally publish photographs of pupils whose parents/carers have granted consent.

Storage of Images

- Images retained in the school will not be used other than for their original purpose, unless permission is obtained from the parent/carer.
- Images should always be stored securely and password protected.
- Images should be destroyed or deleted from databases once they are no longer required for the purpose for which they were taken.
- Images contributing to the history of the school, its pupils, activities or the community, may be retained indefinitely.

Parental Photography

In many cases, images taken at the school form an important part of family albums. Everything possible will be done to ensure that this tradition continues. Parents are welcome to take images of their own children at school events with the permission of the Executive Principal or Head of School. However, care must be taken not to interfere with the smooth running of the event, breach commercial copyright laws or compromise health and safety.

Parents/carers will ensure that:-

- They will respect the school's decision to prohibit photography of certain pupils or a particular event.
- Any images taken are for personal use only.
- Images including children other than their own, must not be sold or put on the internet; if they are, Data Protection legislation may be contravened and they will be asked to remove them.
- They will not use any images of pupils so as to cause offence or harm.

The Use of Cameras and Video recordings by pupils

From time to time, pupils may be given the opportunity to use school equipment to take photographs and/or video footage as part of a curricular or an extra-curricular activity. Pupils should not use personal equipment in the school for the purpose of taking photographs or video footage. This includes the use of personal smart phones, smart watches or other recording devices. The only exception to this is when a teacher has given express permission for a photograph to be taken, perhaps on a school trip or visit or during a Leaver's Assembly. Where the pupils may be allowed to take photographs for their own personal use, it should be made clear that these images should be taken responsibly and not used to upset any other pupil. If the Executive Principal/Head of School has reason to believe that photographs of other pupils have been posted inappropriately, causing upset, without the permission of the individual concerned they reserve the right to request that the image is removed and to contact parents/carers to ensure this is done.

The use of images to bully or intimidate, including publishing photographs or video footage without permission on the internet, will be dealt with in line with the school's behaviour policy and may be viewed as a criminal offence.

Display of Photographs

The school may display images of pupils in the school environment with the pupils' first name attached for the purpose of celebrating success and achievement or assessment. However, the school will give consideration to displays when rooms are available for other purposes.

Publicity Press

On occasions, the media are asked to cover school events or to highlight pupils' successes. This is an important part of celebrating achievement and informing the public of educational initiatives. The media operate under their own Code of Practice. The school photograph consent form, signed by parents/carers includes permission for this. Any pupil whose parents/carers have withheld permission will not be photographed by the media. Parents/carers can inform the school at any subsequent point if they wish to withdraw permission. However any images already taken, whilst permission was effective, cannot later be withdrawn.

School Publicity

Photographs of pupils' activities and achievements may be published in the school newsletter or prospectus, posted on the school website and posted on the school's social media pages. Where photographic permission has been withheld, photographs will not be published. Parents/carers can inform the school at any subsequent point if they wish to withdraw permission. However any images already taken, whilst permission was effective, cannot later be withdrawn.

Photography and Video Consent Form

Name of pupil: _____

Class: _____

Gilmorton Chandler CE Primary School confirms that it shall only use images of your child in line with the Use of Images policy.

Please make clear which of the following two options you are choosing.

I give consent for images of my child to be published externally.

They may appear on the school website, social media, printed publications (including prospectus and newsletters) and local/national media.

I withhold consent of images of my child to be published externally.

They will not appear on the school website, social media, printed publications (including prospectus and newsletters) and local/national media.

Signed by the person with legal responsibility for the child

Signature _____

Printed name _____

Date _____