



## **Foxton Primary School**

# **PHOTOGRAPHY/PHOTO PERMISSIONS POLICY**

## **October 2023**

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Date:	October 2023
Reviewed by:	Janet Muir
Next Review date:	October 2025
Ratified at FGB Meeting:	19/10/23
Signed:	

## **Photography/Photo Permissions Policy**

Photographs are a source of pleasure and pride for many. We believe that the taking and use of photographs can enhance the self-esteem of children and their families and therefore is something to be welcomed and appreciated. We may take photographs for a number of reasons whilst your child is with us: documenting and recording educational activities, recording their progress in learning and development or for recording and celebrating special events and achievements. We will also encourage children to be active learners, and to become involved in using cameras themselves by taking photos of their surroundings, activities and of each other.

We do, however, recognise that as the use of new technology increases, the potential for misuse has become greater and we understand that this can give rise to concern. We will, therefore, endeavour to put effective safeguards in place to protect children and young people by minimising risk. We have an Acceptable Use Policy regarding the use of images and the safe use of mobile phones and personal devices as part of our E-safety Policy. We are mindful of the fact that some families may have reasons why protecting a child's identity is a matter of particular anxiety. If you have special circumstances either now or at any time in the future which would affect your position regarding consent, please let us know immediately in writing.

## **References**

This Policy covers all photography in school, on school trips or at events managed by the school. It is based on guidance provided by the Information Commissioner's Office, the Data Protection Act and the General Data Protection Regulations (GDPR) which came into force in 2018.

## **Terminology**

For the purposes of this Policy, the word(s) "photograph/ images" includes any kind of still or moving image with or without sound and whether stored/transmitted electronically or as a hard copy.

## **Photography by parents and other family members**

We accept that parents, carers or others may wish to take photos or videos at school events and use them only for personal use. We would ask that they are not then published on social media platforms. Any private arrangements between parents are beyond the scope of this document.

## **School Storage, transmission and retention**

Images are stored on the school server and/or school devices including laptops and mobile devices. These locations are accessible to pupils, authorised adults in school and technical support staff from the local authority. All staff devices are protected by passwords or passcodes and some are also encrypted. Images may also be stored by and transmitted via the internet using our Microsoft 365 service or using our Google Workspace for Education service.. All accounts are password protected. Pupil tablet devices are not passcode protected but these are kept on site at all times and are locked in a secure location when not in use. Photographs and videos will be retained within school in accordance with our retention policies. This applies to printed photographs as well as to photographs and videos stored electronically and on other media. There are some exceptions: photographs, documents or publications which the school wishes to keep for archive purposes. Photos posted to the school social media or website will be removed by the school within 12 months of your child leaving the school. Archived images can be redacted or removed upon request via email to the school office.

## **Photography for assessment**

With consent, images of children whilst they are learning may be taken by members of staff to form a record of assessment. These images may be transmitted to and stored on secure servers by companies who provide assessment and tracking software and tools. These are used widely in UK primary schools. We obtain and check the privacy statements of any company who provides these services prior to using their services. These images may also be used to evidence learning in other children's books.

## **Photographs for publication by us**

With consent, we may publish photographs to our school website and social media channels. These images are uploaded to the providers of these services. We may also publish images in prospectuses, brochures, Governors'

reports and newsletters. Following child protection guidance, children's full names will not be given in any school publication nor provided to outside media in conjunction with an image.

### **Photographs taken by other organisations**

With consent, we may permit other organisations such as schools, museums, theatres, newspapers and broadcasters to take or use images for their own use or publication. Examples of events may include sporting matches and tournaments, school trips or visitors to school. Following child protection guidance, children's full names will not be given in any school publications nor provided to outside media in conjunction with an image.

Please note that this can only apply to situations in which we are called upon directly to manage or stage the photography. Other parties who are not managed directly by Foxtton School (such as parents or teachers of children from other schools or event organisers) may take photos at events or visits. These images would be outside our control but may contain Foxtton children and may be published by the organisation.

### **Parental Consent Form for Digital Images and Video**

We need your consent before the school can record an image of your child. Please complete one consent form for each child. The form is available using the secure Google Workspace for Education form via a link that will be emailed to parents. You may choose the level of consent that you wish to provide. The questions on the online form are as follows:

1. *May we record and use photographs and/or videos of your child in displays around the school?*
2. *May we record and use photographs and/or videos of your child for assessments, monitoring or other teaching and learning?*
3. *May we record and use photographs and/or videos of your child for our own publication, e.g. in school brochures and prospectuses, Governors' annual report to parents, official school websites and social media channels, articles in the press?*
4. *May we permit other organisations to record and use photographs and/or videos of your child for their own use and/or publication? Examples of other organisations may include other schools or places of learning, museums and theatres, newspapers and broadcasters. Examples of events may include sporting matches and tournaments, school trips or visitors to school. This can only apply to situations in which we are called upon directly to manage or stage the photography. Please note that other parties who are not managed directly by Foxtton School may well take photos at events or visits.*

The permission form will be reviewed annually and if amendments are needed, we will seek permission again at that time. This consent can be withdrawn by parent/carer at any time by informing the school in writing. A new link will then be sent to allow you to amend your permissions.