

DOVER PARK PRIMARY SCHOOL



Photographs and Filming Policy

Date agreed: February 2022

Review date: February 2024

Signed: _____
Chair Board of Governors

Dover Park Primary School Photograph and Filming Policy

Revision Record

Revision No.	Date Issued	Prepared By	Approved	Comments
1	February 2020	AW	FGB	New policy.
2	February 2022	AW	FGB	Review

Dover Park Primary School Photographs and Filming Policy

The purpose and scope of this policy statement

Dover Park Primary School works with children and families as part of its daily activities.

The purpose of this policy statement is to:

- protect children and young people who take part in Dover Park's services, events and activities, specifically those where photographs and videos may be taken;
- set out the overarching principles that guide our approach to photographs/videos being taken of children and young people during our events and activities;
- to ensure that we operate in line with our safeguarding values and within the law when creating, using and sharing images of children and young people

This policy statement applies to all staff, volunteers and other adults associated with Dover Park Primary School, including parents, contractors and visitors.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. Summaries of key legislation and guidance is available on:

- online abuse [learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse](https://www.learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse)
- child protection [learning.nspcc.org.uk/child-protection-system](https://www.learning.nspcc.org.uk/child-protection-system)

We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the safeguarding and welfare of all children and young people and to take, share and use images of children safely and responsibly.

We recognise that:

- sharing photographs and films of our activities can help us celebrate the successes and achievements of our children and young people, provide a record of our activities and raise awareness of our organization;
- the safeguarding and welfare of the children and young people taking part in our activities is paramount

- children, their parents and carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation
- consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used and stored, and are fully aware of the potential risks associated with the use and distribution of these images
- there are potential risks associated with sharing images of children online.

More information about this is available from

learning.nspcc.org.uk/research-resources/briefings/photography-sharing-images-guidance.

We will seek to keep children and young people safe by:

- always asking for written consent from a child and their parents or carers before taking and using a child's image
- always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images of children
- making it clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published
- changing the names of children whose images are being used in our published material whenever possible (and only using first names if we do need to identify them)
- never publishing personal information about individual children and disguising any identifying information (for example the name of their school or a school uniform with a logo)
- making sure children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information)
- reducing the risk of images being copied and used inappropriately by:
 - only using images of children in appropriate clothing (including safety wear if necessary)
 - avoiding full face and body shots of children taking part in activities such as swimming where there may be a heightened risk of images being misused
- using images that positively reflect young people's involvement in the activity.

We will also develop a procedure for reporting the abuse or misuse of images of children as part of our child protection procedures. We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe.

Photography and/or filming for personal use

When children themselves, parents, carers or spectators are taking photographs or filming at our events and the images are for personal use, we will publish guidance about image sharing in the event programmes and/or announce details of our photography policy before the start of the event. This includes:

- reminding parents, carers and children that they need to give consent for Dover Park Primary School to take and use their images;
- asking for photos taken during the event not to be shared on social media if they contain other children or adults without seeking permission first;
- recommending that people check the privacy settings of their social media account to understand who else will be able to view any images they share;
- reminding children, parents and carers who they can talk to if they have any concerns about images being shared.

Photography and/or filming for Dover Park Primary School's use

We recognise that our teachers may use photography and filming as an aid in activities such as music or drama. However, this should only be done with the Headteacher's permission and using must only be done using school equipment. Any devices with children's images stored on them must not be removed from the school building.

Children, young people, parents and carers must also be made aware that photography and filming is part of the activity and give written consent.

If we hire a photographer for one of our events or allow an external photographer to take photos or videos during school activities, we will seek to keep children and young people safe by:

- providing the photographer with a clear brief about appropriate content and behaviour;
- ensuring the photographer wears identification at all times;

- informing children, their parents and carers that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared;
- not allowing the photographer to have unsupervised access to children;
- not allowing the photographer to carry out sessions outside the event or at a child's home.
- reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.

Photography and/or filming for wider use

If people such as local journalists, professional photographers (not hired by Dover Park Primary School) wish to record one of our events and share the images professionally or in the wider world, they should seek permission in advance.

They should provide:

- the name and address of the person using the camera
- the names of children they wish to take images of (if possible)
- the reason for taking the images and/or what the images will be used for
- a signed declaration that the information provided is valid and that the images will only be used for the reasons given.

Dover Park Primary School will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the children who are the intended subjects of the images and their parents and inform the photographer of anyone who does not give consent.

At the event we will inform children, parents and carers that an external photographer is present and ensure they are easily identifiable, for example by using them with a coloured identification badge.

If any member of the Dover Park community is concerned that someone unknown to us is using their sessions for photography or filming purposes, we will ask them to leave and (depending on the nature of the concerns) follow our child protection/safeguarding procedures.

Storing images

We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law

Images may be stored until the child or adult has left the school.

We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

Dover Park Primary School does not permit staff and volunteers to use any personal equipment to take photos and recordings of children. Only cameras or devices belonging to the school should be used.

As an Organisation that stores and uses photographs to identify staff and adults for official purposes, such as identity cards, we will ensure we are complying with the legal requirements for handling personal information. Further guidance can be found on the Information Commissioner's Office website at ico.org.uk

Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures, including:

- Child protection
- Safeguarding
- Procedures for responding to concerns about a child or young person's wellbeing
- Code of conduct for staff and volunteers
- Online safety policy and procedures for responding to concerns about online abuse.
- Website Policy

More information about what these policies and procedures should include is available from learning.nspcc.org.uk/safeguarding-child-protection

NSPCC Helpline
0808 800 5000

We are committed to reviewing our policy and good practice annually. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.



Parental Consent for Photographs and Filming

Name of Child:	Date:
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This form is valid for the period of time your child attends the school. The consent will automatically expire after this time.

We will not re-use any photographs or recordings after your child leaves the school without additional consent.

- We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image, on video/DVD, on our website, in our prospectus or in any of our other printed publications.
- We will not include personal addresses, emails, telephone numbers, fax numbers on video, on our website, in our prospectus or in other printed publications.
- If we use photographs of individual children then we will not use the name of that child in the accompanying text or photo caption. If we name a child in any text, then we will not use a photograph of that child to accompany the article.
- We may include pictures children and staff that have been drawn by the children.
- We may use group photographs or footage with general labels, such as 'making Christmas decorations'.
- We will only use images of children who are suitably dressed.
- We will discuss the use of images with children in an age appropriate way to role model positive behaviour.
- **This consent can be withdrawn by parent/carer at any time by informing the school in writing.**

Please circle as appropriate	
I give my permission for the school to use my child's photograph/image in displays around the school, in places that might be seen by visitors	Yes / No
I give my permission for my child's photograph/image to be used by the school on social media	Yes / No
I give my permission for my child's photograph/ image to be used in video for assessment, monitoring or other educational uses within the school? (these images or recordings will be used internally only)	Yes / No
I give my permission for my child's photograph/image to be used in our school prospectus and in wider printed publications that we produce for educational and promotion purposes?	Yes / No

I give my permission for my child's photograph/ image to be used on our school website or other electronic communications?	Yes / No
I give my permission for the school to record my child's image on video or webcam for appropriate curriculum purposes	Yes / No
I give consent for your child to appear in the media e.g. if a newspaper photographer or television film crew attended an event organised by the school	Yes / No
Do you give consent for the school to print images of your child electronically in newsletters etc.	Yes / No

I have read and understood the conditions of use outlined in this policy.

As a parent and visitor to the school I agree to abide by the school's rules and decisions regarding photographs and images.

I am also aware of the following:

- Websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.
- I/we will discuss the use of images with our child/ren to obtain their views, if appropriate
- As the child's parents/guardians, we/I agree that if we/I take photographs or video recordings of our child/ren which include other children then we will only use these for personal use.

Parent/Carer Name:	
Parent/carer's signature:	
Relationship to Child:	
Child's Signature (if appropriate):	