



Photography Policy

Introduction

There are many occasions when it is a good thing to make use of photographs that include children. This is perfectly proper and is to be encouraged. However, our school will do all it can to ensure that images are used properly, and that, as in all matters, risks are minimised, and our children kept safe and secure, whether at school or elsewhere. The aim of this policy is to establish the right balance between the proper use of technology and the safety of our children at all times.

Under the terms of the Data Protection Act 1998, all photographs and video images of children and staff alike are classified as personal data. This means that no image can be used for display or for school publicity etc, unless consent is given by or on behalf of the individual concerned.

The use of video cameras by parents in school is not permitted without the prior permission of senior leaders. This permission would only be granted in exceptional circumstances following an assessment of the risks involved by senior staff.

Parental permission

All parents and carers will be asked to sign a consent form allowing their child to be photographed or videoed while taking part in school activities, and for the image to be used within the school.

This form will be given to the parents or guardians of all children when they join the school and in each successive year thereafter. This 'rolling' consent will allow the school to take pictures of pupils engaged in educational activities such as learning opportunities on and off school site, sports events, fund raising activities etc. and the use of these pictures internally. Where parents or carers do not give their consent, then the children concerned will not be photographed or videoed. All pictures or videos taken will be appropriate, and will show children properly clothed for the activity they are engaged in. The school will do all it can to ensure that due sensitivity is shown in the choice and composition of these images.

School performances

Parents will be informed prior to school performances whether photography is permissible during the performance or afterwards. This permission will be dependent on the individual children taking part. When permission has been given, the school will observe the way in which photographs are being taken during the performances and will withdraw the right of anyone to bring a camera of any sort if they are felt to be making inappropriate images. For example, photography is forbidden where children are engaged in changing their clothes.

The Internet

Only appropriate images will be used on the school website and children will not be identified by their name or address on the school website.

Mobile phones

It is not appropriate for children to bring mobile telephones into school. Adults may bring in mobile phones but **must not** use them to take pictures of children.

Use of digital cameras

Digital images are extremely valuable within Sunningdale in order to record children's learning throughout all areas of the curriculum. Staff use a range of camera equipment to record images including 'I Pads', 'I Pods' and digital cameras. This equipment should be used for school use only. Images will only be taken appropriate to school-related activities. Children will be taught how to take pictures, but will be discouraged from taking pictures of each other, and they will be supervised by an adult when they have access to a digital camera.

As soon as images have been used for their intended purpose they will be deleted from the camera device. The school will not store digital images any longer than necessary.

Media publications

Sometimes, local or national media visit the school to follow up a news story. This is often to do with a notable achievement by a child or a group of children from the school or for a fund raising activity. In this situation, where children's images might be made public, the school will check that the relevant permission has been given by parent/carers.

