

# Use of Photography, Video, Mobile Phone and Camera Policy 2022



	Policy Name:	Use of Photography, Video, Mobile Phone and Camera
	Policy Date:	November 2021
	Review Frequency	3 years

## **Principles**

This policy details the rules governing photography and recording videos at the school, the distribution of these photos and videos, and their publication on the Internet. It covers the rules for staff, governors and parents, and is founded on five main principles.

**Safety:** The overriding priority is to ensure that photography does not lead, either directly or indirectly, to anything that may potentially endanger the safety of the children at the school.

**Privacy:** We believe that every child and parent is entitled to their own privacy, and can therefore choose not to feature in photographs or videos recorded at the school.

**Projecting the right image:** Photographs taken at school should not do anything that may cause embarrassment to the school, the children, or the staff.

**Sharing children's achievements:** It is natural for every parent to want to share their children's activities and achievements at school with their friends and family. Grendon Underwood Combined School is keen to allow this as much as possible, while keeping this in balance with the first three principles.

**Consent:** When a child joins the school, their parent or guardian is asked for consent for the child to appear in photos and videos on school materials, the school website and in the media. The school encourages all parents to provide consent, as it enables us to include all the children in depictions of school life, but we recognise and respect the right to refuse consent. Parents may withdraw consent at any time, or grant consent if they had previously declined.

**Photos -** The school endeavours to publish on the school website, and on Dojo, a selection of photos and videos of school events and general school life. Any material published to the website must be assessed to ensure it meets the following safeguarding rules:

1. It must not feature any child whose parent or guardian has not given consent.
2. It must not offer any means of identifying a child by their full name.
3. It must not in any way embarrass the school or the children and staff involved. Photos and videos intended for the school website should be taken either by a member of staff, or another person (typically a governor or parent) authorised by the headteacher. These photos and videos must be approved by the headteacher prior to publication on the website; the mechanism for doing this should be agreed by the headteacher and the photographer.

**Rules for Parents and Guardians-** Parents and guardians will be permitted to take photographs as guided at designated school and outside school events, as long as they agree to the conditions described in this policy. These events include:

- Church services
- Sports Day
- Plays and Production
- Celebration Assemblies
- Sports competitions.

At times, we may ask that videoing /photographs is not done, in order to safeguard specific children.

**Distribution and publication of photos and videos** - Photos taken at these events are for your own personal use only. They may be shared by email with friends and family, **but must not be published on any internet site**. This includes Facebook, Twitter, YouTube, Pinterest and all other social media services, including communication services such as Facebook messenger and What'sApp. The reason for this restriction is that it is not possible for individual parents to ensure that the safeguarding rules described above are adhered to at both the time of publication, and later.

**Sharing photos on the school website** - As described above, the school endeavours to publish a selection of photos and videos from events on the school website. You may share **links** to these pages on social media services, because any photos or video appearing on the school website will have been checked to ensure they conform with all the safeguarding rules. These links will cease to work once the photos have been removed from the school site. You may download the photos from the school website, or Dojo, for your own personal use, but **you may not republish them** anywhere on the internet.

**Photos featuring only your own children** - There is one exception to the internet publication rule. If the photo or video includes only your own children, you may share it on the internet however you like. For this exception to apply, there must be no other children in shot, however briefly or clearly they can be seen. The reason for this exception is that the school recognises that how you use photos of your own children is a decision purely for you. Should you wish to publish a photo of another child using photography obtained at a school event, the school will require a written permission agreed between yourself and the other parent.

**Withdrawal of permission** - Failure to adhere to these conditions may, at the discretion of the

Headteacher, lead to a withdrawal of permission to use a camera at future events.

### **Rules for Staff and Children**

- Children are not allowed mobile phones in school and should be handed in to the office if they are brought into school.
- Personal mobile phones will not be used while working but at break in the office or staffroom.
- Staff may take photos and video anywhere within the school for the purposes indicated on the parental consent form. These must be taken on school devices.
- These may be published to the school website and or social media platforms if they conform to the safeguarding rules described above.
- Subject to approval of the Headteacher, photos and videos may be stored on secure, password-protected internet services for archival or transfer purposes.
- They may be stored on password-protected staff laptops. They should be deleted once they are no longer needed, or when the featured children have left the school.
- They may be shared with other members of staff by email to support teaching work and or school promotion.
- The school cameras/ipads will be used to take photographs of pupils when the sole purpose of the photo is to upload it to the school website or collect evidence of learning.
- Members of staff who are also parents or guardians of children at the school are permitted to take photographs at school events under the terms described in “rules for parents, guardians and governors”.

### **External trips**

School ipads will be taken on whole group outings by staff.

It may be necessary to use a personal mobile phone to communicate with other staff for assistance - this is permitted.

External Photographers Terms for external photographers, such as local newspaper photographers, must be agreed in advance with the Headteacher. These are considered on a case-by case basis, and must conform to the safeguarding rules described above.

Policy date: November 2021

Review date: November 2024

Signed Headteacher: Caroline Tomlinson

Signed Chair of Governors: Sarah  
Harris