

Stockton-on-Tees Borough Council

Thornaby CE Primary School

**The Use of Videos and
Photographs at School Events
Policy**



Mission Statement:

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at Parish and Diocesan level.

The School aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

Introduction

Photographs and video for school and family use are a source of innocent pleasure and pride, which can enhance the self-esteem of children and young people and their families. Parents/carers are not required to comply with the Data Protection Act 1998 when taking photographs for their own private use of their children at an organised event. Parents should therefore not be stopped taking photographs for their own private use because of concerns of contravening the Data Protection Act.

However, we must always be mindful of the need to safeguard the welfare of children in our school, and issues of child protection, data protection and parental consent will be given careful thought. Images may be used to harm children, for example as a preliminary to 'grooming' or by displaying them inappropriately on the Internet or Social Media Sites.

This policy will apply to all forms of publications; print, film, video, DVD, on websites and in the professional media.

Where another body provides services or activities separately, using the school premises, the Governing Body of Thornaby Church of England Primary will ensure that the body concerned has appropriate policies in place in regard to safeguarding children.

Consent Forms

All parents/carers of pupils in the school will be asked to sign a consent form to gain permission to publish photographs of their child / children in public places (including websites and social media sites).

If parents/carers disagree over consent for their child, it will be treated as if consent has not been given.

All adults in the school will be asked to sign a consent form to gain permission to publish photographs in public places (including websites).

Use of Images

Parents and Carers

The school will decide if the event is one at which photography and videoing will be permitted.

When informing parents of the event, they will be informed of the schools decision.

If general shots are to take place such as at a school performance or sports day, visitors will be warned in the invitation, so that general consent is implied by attendance.

Only images of children suitably dressed will be allowed to reduce the risk of images being used inappropriately. Special consideration will be given to photographs taken during PE or sports day. Under no circumstances will photographs be taken during swimming sessions.

Schools

If a photograph is likely to be used again it will be stored securely and only accessed by those people authorised to do so.

When photos are destroyed, the negatives or digital images will be destroyed as well. Where the image is kept electronically on a USB stick or CD the contents will be made unusable.

Children who should not be identified

Every effort will be made by the school to prevent capturing of the image of any child who should not be identified.

Media photographing and filming

The media operate under their own Code of Practice. Photographs taken by the media are usually exempt from the Data Protection Act.

If the media are invited into school for publicity purposes parents/carers of those children likely to appear will be informed and consent will be requested.

Mobile phones (Smart Phones, MMS Multi-media messaging service, video phones)

These phones can take and transmit images and must not be used in school other than at performances.

Guidance for parents

Written guidance will be given to parents/carers to the effect that any images must be taken for personal use only and specify that images including others must not be put on the web/internet or any social media sites as this will be in breach of Data Protection Legislation.

A copy of the 'Use your camera and video courteously' code will be given to all parents/carers and will be permanently displayed in the school entrance (see appendix 1).

Parents/carers will be prompted with a verbal announcement at the start of the event that any images must be taken for personal use only. They will be reminded then that such images must not be sold or put on the web/internet or any social media site, otherwise Data Protection Legislation is likely to be contravened.

People with no connection to our school will not be allowed to photograph - staff will question anyone they do not recognise who is using a camera and or video recorder at events and productions.

Appendix 1

Thornaby Church of England Primary - Use your camera and video courteously

A guide for parents, family members and representatives of children who wish to use photography and/or video at a school event.

Generally photographs and videos for school and family use are a source of innocent pleasure and pride, which can make children, young people and their families feel good about themselves. By following some simple guidelines we can proceed safely and with regard to the law.

Remember that parents/carers and others, attend school events at the invitation of the head and governors.

The head and governors have the responsibility to decide if photography and videoing of school performances is permitted.

The head and governors of Thornaby Church of England Primary have the responsibility to decide the conditions that will apply so that children are kept safe and that the performance is not disrupted and children and staff not distracted.

Parents and carers can use photographs and videos taken at a school event for their own personal use only. Such photos and videos must not be sold and must not be put on the web/internet or any social media site. To do so would likely break Data Protection Legislation.

Recording or/photographing other than for your own private use would require the consent of all the other parents whose children may be included in the images. Parents and carers must follow guidance from staff as to when photography and videoing is permitted and where to stand in order to minimise disruption to the activity.

Parents and carers must not photograph or video children changing for performances or events.

If you are accompanied or represented by people that school staff does not recognise they may need to check who they are if they are using a camera or video recorder.

Remember that for images taken on mobile phones the same rules apply as for other photography. You should recognise that any pictures taken are for personal use only.

Mobile phones should be turned onto silent mode during performances so as not to disrupt the performance.

Date of review: October 2020 Governor Approved Safeguarding Policies
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