

Sawley Junior School



Photography & Digital Images Policy

Version: June 2024

Sawley Junior School welcomes positive publicity. Children's photographs add colour, life and interest to materials and articles promoting school activities and initiatives. This can increase pupil motivation, staff morale and help parents and the local community identify and celebrate the school's achievements. However, in order to respect young people's and parents' rights of privacy and because of potential child protection issues, photographs must be used in a responsible way. Sawley Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all stakeholders to share in this commitment.

This policy seeks to achieve a practical balance to secure the above.

During the school year there are a number of occasions when school staff or parents will want to take photographs of pupils. Such occasions include everything from assessment and curricular purposes in the classroom to awards ceremonies, school shows and sporting events as part of the wider life of the school. This policy sets out to provide a clear set of guidelines which will balance our wish to record events in the life of the school and its pupils while protecting the rights of individuals.

Throughout this policy 'photography' refers to digital images, DVD's, videos and photographic prints or slides. 'In school' refers to all occasions whenever and wherever pupils are the responsibility of the school and its staff. 'Parent' refers to anyone with parental rights and responsibilities in relation to a pupil.

The main legislation taken account of is the Data Protection Act 1998 which requires us to ensure all individuals have information of a personal nature treated in a proper and appropriate manner. We have also taken account of child protection issues and the need to be mindful of copyright in performance restrictions.

In short, the Photography Policy sets out to ensure that:-

- Photographs are only used for the purpose intended;
- School use of photographs is facilitated;
- Personal family photography is allowed where possible;
- Individual rights are respected and child protection ensured;
- Parents are given the opportunity to opt out.

PERMISSION

Regarding the use of their child's photograph in school, parents are asked to complete a signed permission slip on entry to Sawley Junior School. Where permission is withheld then every effort will be made to ensure that a breach of privacy is not made.

PHOTOGRAPHY AT SCHOOL EVENTS

In many cases, photographs taken at school events form an important part of family albums. Everything possible will be done to ensure this tradition is allowed to continue. It will be the decision of the headteacher to allow/disallow the taking of photographs at school events. There are a variety of considerations taken into account:-

- Commercial copyright in school shows or drama productions will sometimes preclude parents from filming or recording pupil performances. If that is the case, the audience will be told that there must be no infringement of copyright;
- Child Protection and Safeguarding Issues;
- Breach of privacy for parents who have chosen to opt out of photographic permissions.

The school will inform parents at the beginning of school events as to whether photography will be allowed. Where photography is disallowed, the school will make every effort to allow parents to have a record of their child's achievement/participation. The school may:-

- Allow a specified time for parents/carers to take photographs;
- Take photographs itself for distribution.

Both of the above options allow for children who have been opted out of photography permission to be omitted.

Where photography is allowed at school events, care must be taken not to interfere with the smooth running of the event or to compromise health and safety.

MEDIA

From time to time, the media are asked to cover school events or to highlight pupil successes. It is an important part of publicising pupil achievement and informing the public about educational initiatives. Photographs of pupil activities and achievements may be posted in the local press with the exception of where a parent has declined permission on the annual return.

SCHOOL TRIPS

Photographs taken on both curricular trips and extra-curricular trips may be displayed on school notice boards after the pupils return to school. In the longer term, such photographs may be retained as part of an archive recording the history of the school.

SCHOOL USE OF PHOTOGRAPHY

The school uses photographs for a number of purposes:-

- Assessment of pupils in some class situations
- Illustrating aspects of learning and teaching
- Identification and security
- Recording events in the life of the school
- Publicity/newsletters
- Website - parent/carer permission is required

Photographs are never used to any purpose other than that originally intended.



Consent Form – Safe Photography in School & Images of Children

The use of digital/video images plays an important part in learning activities. Pupils, members of staff and occasionally external photographers working on our behalf, may use digital cameras to record evidence of activities in lessons, out of school, performances and concerts. These images may then be used in presentations, in subsequent lessons and for display and celebratory purposes. Images may also be used to celebrate success through their publication in newsletters, on the school website, on any of our Willows Academy Trust websites, and occasionally in the public media. We may use images in our publications such as the school or Willows Academy Trust prospectus. We also invite an external photographer to take annual class and individual photographs of pupils for sale to parents/carers.

To comply with Data Protection legislation, we need your permission before we can photograph or make any recordings of your child for these uses. If you're not happy for us to do this, that's no problem – we will accommodate your preferences.

Please answer the questions below, then sign and date the form where shown. This form will be effective during the whole of your child's time at Sawley Junior School. Images on display, on our websites and in our publications may continue to be in use after your child has left Sawley Junior School until updated and replaced. All images will be stored and used in accordance with current Data Protection legislation.

Please note, any images used will not be accompanied by the child's full name without consent. We only use the first name and surname initial.

If at any time you change your mind a new form can be requested, completed and returned to school.

We require this consent form to be returned for every child.

Please indicate your preferences in the boxes below and sign on the reverse side. Please return this form to the school office by:

I consent to my child's image being used in printed form for the purpose of: <ul style="list-style-type: none"> • Celebration and display; • School/ trust newsletters; • Recording my child's work/activities. 	Yes/No
I consent to my child's image being used digitally for the purpose of: <ul style="list-style-type: none"> • The school/ trust website; • School twitter account. 	Yes/No
I consent to my child's image being used by external media e.g. local newspaper.	Yes/No

The school will inform you when individual/ class photos are taken by an external photographer for the purpose of sale to parents/ carers. If you do not wish your child to be photographed on these occasions, please let the school office know.

Please note:

1. There may be other circumstances, falling outside the normal day to day activities of the school, in which pictures of children are requested. The school recognises that in such circumstances specific consent from a parent or carer will be required before photography or filming of children can be permitted.
2. If you wish to attend school functions and take photographs of your own and other people's children, please take appropriate images, be sensitive to other people and try not to interrupt or disrupt concerts, performances and events. Such images may only be used for personal and family use and may not be put on social media networks if they contain recognisable images of other children, without the explicit consent of the child's parent/carer.
3. Websites can be seen throughout the world and not just in the UK where UK law applies

If you have any questions, any specific preferences not listed or if you change your mind at any time, you can let us know by emailing info@sawley-jun.derbyshire.sch.uk , calling the school on 0115 9733626, or just call in to the school office to discuss.

Child's Name:	Year:
Parent/Carer's Signature:	
Date:	