

# Thomas Willingale School and Nursery



## Photography Policy (Taking and using of images)

Review: Summer 2021

Summer 2018

## Introduction

Photographs of children for school and family use, and occasionally for publication in the local press, are a source of pleasure and pride and so are to be welcomed. However, we live in an age in which technology has vastly increased the use, and therefore potential misuse, of photography. The Governors of Thomas Willingale School and Nursery believe that photography of children at the school should be allowed in line with the policy set out below.

There are two main issues regarding the taking of photographs and video recordings of children at school. These are:

Photographs or video recordings taken by or for the School itself, for use in Prospectuses, marketing and publicity materials, websites etc.

- All such photographs are deemed to be covered by the Data Protection Act 2018. And the UK General Data Protection Act 'An image of a child is personal data for the purposes of the Act and it is a requirement that consent is obtained from the parent or carer of a child under the age of 18 for any photographs or video recordings for purposes outside the school's core educational function'.

Photographs or video recordings taken by parents and carers, relatives etc. usually of specific events such as school plays, performances and sports days.

- So long as these are solely for personal use, they are not covered by the Act. However they **cannot** be used for commercial purposes, published, posted on websites or in any way entered into the public domain without the **express written permission** of **all** those appearing i.e. the parents and carers of the other children shown in the photographs or video recordings.

## Purpose

The aim of this Policy is to address these two issues both with compliance to the Data Protection Act and Child Protection.

Parents and carers, family members and friends can take images of **their** child or children participating in school activities for family and personal use. They are not to upload images to the internet that contain other children without permission.

Parents and carers have been asked for their permission before photography is allowed.

Parents and carers are advised that there may be occasions when we have to withdraw a child from an event or activity if we do not have consent for photography.

Parents and carers accept that photography and video filming, at the discretion of the school, may be limited to designated areas during productions, events and activities.

The use of cameras and other equipment will be monitored by staff at events.

A consent form will be sent to parents and carers as their child begins at Thomas Willingale School and Nursery and updated consent may be sought thereafter where necessary.

(Consent form can be found as an attachment to this policy document)

### **School**

The school will only take and use images that are appropriate and considered not be open to misuse.

Children and parents and carers should be encouraged to recognise the value of group photographs or recordings of school events.

Images will be kept securely. Some images may remain in historical document's relating to the school e.g. school yearbooks.

Images of children from the school will not be used by the school to illustrate controversial subjects.

### **School Trips**

Photography by staff or children on school trips and visits may be used in the curriculum and displayed within the school or at parents' evenings to illustrate the work of the school. Parents and carers may be allowed to purchase a copy of a photograph of their individual child, or as part of a group, if the parents and carers of the other children in the group are in agreement.

### **Webcams**

Webcams are a useful learning tool. They can allow an individual or class to interact over the internet with others and support links between children in different schools, countries and cultures.

A webcam will only be used in appropriate circumstances such as a normal class setting and with appropriate adult supervision.

Both children and staff will be made aware of when a webcam is in use.

### **School Website/School App**

School websites are part of the internet and are more easily accessible than paper based school publications. The school will make sure that only appropriate images are used. Image filenames will avoid using children's names.

### **Concerts/Plays/Prize giving/Sports Days**

Where photography is permitted, parents and carers and guests should take care to avoid distracting children and the audience. They should observe any constraints imposed by school staff, e.g. only filming from the rear of the school hall. Video or sound recording of a copyright musical or theatrical performance is normally forbidden and photography may also be restricted for reasons of child protection or out of respect for the rights and privacy of individuals. If so, photography opportunities will, instead, be arranged before or after a performance or an event, if possible.

### **School Photographer**

Class and individual or group photographs are annual school events. Parents and carers are asked in advance whether or not they wish their children to be included in

these events. Reputable commercial photographs are involved and the law allows them to retain the copyright in the photographs

### **CCTV**

The school may use CCTV in some areas of school property as a security measure. Cameras will only be used in appropriate areas.

### **Press**

The school currently subscribes to an email media service so we can raise the profile of the school in the local community and keep the local media – newspapers, magazines and websites – and parents/carers fully up to date with our good news. This could be general school news which will be of interest to the media as well as successes in the classroom, in sport and with our fundraising efforts through the PTA.

We will, when appropriate, be taking photographs to accompany our press releases. The photographs (or an online link to the images) will be sent to the media and also anyone who subscribes to receive the information at the same time.

Parents/Carers can register to receive our news by emailing [thomaswillingalenews@gmail.com](mailto:thomaswillingalenews@gmail.com) and will then be added to the circulation list. Consent for children to be included in press releases is included on our photography consent form.

Should the Headteacher and/or the governing body of the school become aware of misuse or abuse of this policy, the governing body may review this policy and withdraw all consent to the taking and using of images at events other than by and for the sole use of children and staff within the school.

This policy will be reviewed every three years, or sooner, should this be necessary.

Signed: T Phillips  
(Head teacher)

Date: 24/4/18

# THOMAS WILLINGALE SCHOOL AND NURSERY

## PHOTOGRAPHY CONSENT FORM

Dear Parent/Carer

At Thomas Willingale School and Nursey we sometimes take photographs of pupils. We use these photos in various ways, see below.

We would like your consent to take photos of your child, and use them in the ways described in the policy. If you're not happy for us to do this, that's no problem – we will accommodate your preferences.

### Why are we asking for your consent?

To ensure we meet the requirements of the General Data Protection Laws, we need to seek your consent to take and use photos of your child. We really value using photos of pupils, to be able to showcase what pupils do in school and show what life at our school is like to others, so we would appreciate you taking the time to give consent.

Please tick the relevant box(es) below and return this form to school.

I have read and understood the schools photography policy and I agree to its provisions

☐

I am happy for the school to take photographs of my child.

☐

I am happy for photos of my child to be used on the school website/APP.

☐

I am happy for photos of my child to be used in any media release issued by the school.

☐

I am happy for photos of my child to be used in internal learning displays and activities in school.

☐

I am happy for photos of my child to be used in the promotion of the school

☐

I am **NOT** happy for the school to take or use photos of my child.

☐

If you change your mind at any time, you can let us know by emailing [admin@thomaswillingale.essex.sch.uk](mailto:admin@thomaswillingale.essex.sch.uk) calling the school on 02085087287 or just popping in to the school office.

Parent/Carer Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Child's Class: \_\_\_\_\_

Parent or carer's signature: \_\_\_\_\_

Date: \_\_\_\_\_