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## Photography Policy

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| <b>Date last reviewed:</b>   | <b>New Autumn 2017</b> |
| <b>Frequency of review:</b>  | <b>Quarterly</b>       |
| <b>Date next review due:</b> | <b>Autumn 2020</b>     |
| <b>Version:</b>              | <b>1.3</b>             |

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In this document, the term 'parents' is understood to mean 'parents and carers'.

The term 'photographed,' covers any form of visual imaging, whether on film or in digital format.

1. The school's policy on photography aims to:

- Protect the right of parents to consent to their children being photographed for particular purposes at school
- Emphasise the school's protective ethos towards pupils in respect of potential inappropriate use of visual images of children
- Avoid children being distracted by photographic activity during events
- Enable all visitors at school productions to enjoy the event without the distraction of others taking photographs or videoing near them

In maintaining this policy, we seek to comply with the spirit of the Data Protection Act 1998 and with the principles of child protection.

2. The school is not required to obtain general consent from parents to their child being photographed at school events, but parents do have the right to ask, in writing, for their own child not to be photographed. In such cases it may be necessary to withdraw the child from all or part of an activity in which he or she might be photographed. We would ask parents to consider very carefully the impact of such a decision on the child as we would not wish any child to feel that he or she was being excluded as a result of parental concern.
3. Where we intend images to be published, for example on a website, in a publication or in the media, or displayed in a public place (including areas of the school to which visitors have access), we will always seek the explicit written consent of parents before doing so. (Appendix 1)
4. We normally avoid naming pupils where their pictures appear in a publication, though there are clearly instances where the pupils, parents and the school would wish to celebrate achievement and include the details of the contributing individuals. The media generally follow their own codes of practice to comply with data protection legislation and the naming of photographed individuals is acceptable providing the school authorities (the headteacher and governing body) have no objections.



5. The above commitments apply to occasions where the school can exercise reasonable control of the situation. It is clearly not always possible to stipulate conditions for photography, for example in public places during school visits.
6. In fulfilling the above commitments, we may:
  - ask parents and others to refrain from photography at events where we appoint an official photographer and make arrangements to supply copies of pictures to parents. We will give notice of this in invitations to the events.
  - ask parents and others who wish to take photographs, where this is permitted, to do so from the rear of the audience, so that they do not impair the view of others. We will give notice of this in invitations; and we will
  - respect the views of parents who ask for their child not to be photographed, whilst aiming to avoid giving the impression that the child is being excluded.
7. We will keep pictures for no longer than 10 years.
8. Where pictures are of historical interest, we may make them available to the Essex Record Office and will inform you accordingly.
9. If you wish to see any visual images of your child held by the School, please make your request to the school office, by letter. At busy times we may need up to 10 working days to action your request.
10. Staff must not use their mobile phones for taking visual images.

An exception is in agreement with the headteacher for named members of the website team to maintain the Twitter and Website application. In this instance, a privacy and confidentiality agreement form is to be completed and data is to be transferred and kept securely and deleted from the device at the earliest opportunity.

### **Equality statement**

*"The governors and staff are committed to providing the full range of opportunities for all pupils regardless of gender, disability, and ethnicity, social, cultural or religious background. All pupils have access to the curriculum and the right to a learning environment which dispels ignorance, prejudice or stereotyping."*

### **Role of Governors**

Governors determine, support, monitor and review the school policies. They support the use of appropriate teaching strategies by allocating resources effectively. They ensure that the building and equipment are safe. They monitor pupil attainment across the school and ensure that staff development and performance management promote good quality teaching.



## Appendix 1



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Doddinghurst  
Brentwood

Essex CM15 0NJ

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Dear Parent/Carer

# PHOTOGRAPHY

Childs Name: .....

Class.....

I give permission for the following:-

As the parent/carer of the above child, I agree to the school taking and using digital/video images of my child/children. I understand that the images will only be used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the school; these will include,

| Social media                              | YES | NO |
|---|-----|----|
| School website                            |     |    |
| School Twitter account                    |     |    |
| The school prospectus                     |     |    |
| Published pictures by the local newspaper |     |    |
| Newsletter                                |     |    |

Please read this in conjunction with our Photography Policy

We respectfully request that whilst we allow parents to take photographic images of their child during events at school for family albums; please consider the safety implications of using the material on social websites. To upload an image of a child other than your own would contravene the school Child Protection Policy and infringe upon the Data Protection Act 1998.

Please tick as appropriate:

Signed..... Date .....

Name of Parent/Carer: .....