



Fen Ditton C. P. School

## **POLICY ON PHOTOGRAPHY IN SCHOOL 2011**

Issue	Date of Issue	Amended by	Notes
1	30/09/05	GB	1 <sup>st</sup> issue
2	13/11/07	GB	Taking into account 'Guidance for Safe Working Practice for the Protection of Children and Staff in education settings 2006'
3	12/01/11	GB	To take into account info from EPM about facebook and online use of images

### **1. INTRODUCTION**

This policy has been produced to ensure that staff and parents/guardians can make full and proper use of photography and photographic images while meeting the law and preserving the safety of children. Concerns focus on issues around rights of privacy, child protection and copyright ownership.

In the following document, where *photographs* and *photography* are referred to, it is intended to include still, video and electronic photographic images of children as appropriate.

### **2. THE NATURE AND PURPOSE OF PHOTOGRAPHY**

Photography has many positive functions in education, being used to:

- Record events and activities of the pupils for educational purposes and to provide memories for the future
- Record pupils' work and achievements for educational purposes and to provide memories for the future
- Acknowledge pupils' effort and achievements – it is part of our culture to photograph important occasions
- Share pupils' work and achievements with a wider audience, such as family who were not able to attend
- Demonstrate an interest in pupils' work and achievements
- Promote the school's activities and achievements in printed and electronic literature

Photography is playing an increasing role in society with the reducing cost of cameras and the widespread incorporation of digital cameras in mobile telephones and other mobile electronic devices. It is important that children can participate in and enjoy the proper use of photography.

### 3. **GOOD PRACTICE**

The following advice for staff and parents/guardians represents good practice in the use of photographic images involving children.

1. When taking a picture the establishment must obtain the consent of the person in the picture or from their parent/guardian.
2. Use the image in its intended context.
3. Follow the commitment made in the consent forms
  - not to name the child;
  - not to use the photograph out of context;
  - not to use the photograph to illustrate sensitive or negative issues.
4. When photographing children:
  - a. Ensure that parents/guardians of young people have signed and returned the establishment consent form for general photography.
  - b. Ensure all children are appropriately dressed.
  - c. Avoid images that only show a single child with no surrounding context of what they are learning or doing.
  - d. Photographs of three or four children are more likely to also include their learning context.
  - e. Do not use images of a child who is considered very vulnerable, unless parents/guardians have given specific written permission.
  - f. Avoid naming young people. If one name is required then use the first name only where possible.
  - g. Use photographs that represent the diversity of the young people participating.
  - h. Report any concerns relating to any inappropriate or intrusive photography to the head teacher.
  - i. Remember the duty of care and challenge any inappropriate behaviour or language.
  - j. Do not use images that are likely to cause distress, upset or embarrassment.
5. Regularly review stored images and delete unwanted material.
6. Staff may challenge any adult taking photographs of children to ensure that the above good practice is being adhered to.

#### **4. PARENTAL PERMISSION**

Use of images of children requires the consent of the parent/guardian. Permission should always be obtained by using the Consent Form (copy attached) when a child joins the establishment. The form covers the establishment when using the photographs in publications and on websites.

When a parent does not agree to their child being photographed, the head teacher must inform staff and make every effort to comply sensitively. For example, if a child whose parents have refused permission for photography is involved with a sports event, e.g. a football match, it may not be appropriate to photograph the whole team. Careful liaison with parents is therefore essential. With discussion it may be possible to agree other options. The parent may accept a team photograph if names are not published or they may be prepared to relent if it affects the whole team.

#### **6. Images and Video online**

Permission must be obtained before sharing or posting a picture of someone publically online.

Care should be made not to attach any significant personal information to publically posted information – for example full names.

Any photographs or videos taken in school e.g. at school performances or other public events, **must not be posted on Facebook or other public sites** without first giving the school written confirmation obtained from the parents of all children involved in those images to say they agree to the photo being placed on line.

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#### **5. REVIEW**

The Headteacher and all the staff review this policy regularly. Any suggested amendments will be presented to the Governors for discussion.