



# Cressing Primary School

## Photography Policy

November, 2017

Date for Review	Summer Term 2018
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## **Photography in School Policy**

*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:
  - a) protect the right of parents to consent to their children being photographed for particular purposes at school;
  - b) emphasise the school's protective ethos towards pupils in respect of potential inappropriate use of visual images of children;
  - c) avoid children being distracted by photographic activity during events;
  - d) enable all visitors at school productions to enjoy the event without the distraction of others taking photographs or videoing near them;

and 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 pupil to feel that he or she was being punished as a result of parental concern.
3. Where we intend images to be published (without names), for example on a website, or 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 ensure that we have the consent of parents before doing so. Signed consent is gained when a child starts school.
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:
  - a) 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.
  
  - b) 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 punished;
  
7. We will inform you of how long we intend to keep the pictures.
  
8. Where pictures are of historical interest, we may make them available to the Essex Record Office and will inform you accordingly.

**NB. In order to safeguard the children any newspaper photographer will be accompanied by a member of the administration staff whilst at the school. No children's names will be given unless consent is given by the parent. Members of the school staff may not use mobile phones or tablets to photograph the pupils.**

**Last Review: Autumn Term 2017**

**Review Date: Summer Term 2018**