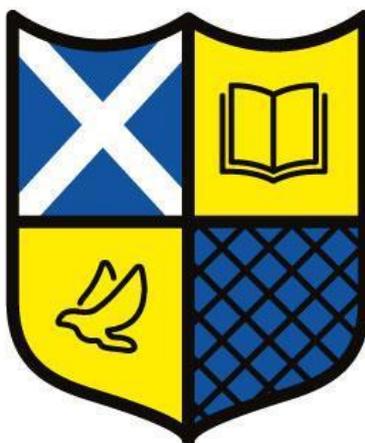


St. Andrew's CE Primary School

Photography and Filming Policy



Approved by:	Teaching and Learning Committee
Last reviewed on:	February 2024
Next review due by:	February 2026

Photography and filming policy statement January 2024

The purpose and scope of this policy statement

St Andrew's works with children and families as part of its role in educating children. The purpose of this policy statement is to:

- **protect children and young people who take part in St Andrew's services, events and activities, specifically those where photographs and videos may be taken**
- **set out the overarching principles that guide our approach to photographs/videos being taken of children and young people during our events and activities**
- **to ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people.**

This policy statement applies to all staff, volunteers and other adults associated with St Andrew's C. E. Primary School

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. Summaries of key legislation and guidance is available on NSPCC Learning:

online abuse legislation and guidance

child protection legislation and guidance

We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely.

We recognise that:

- sharing photographs and films of our activities can help us celebrate the successes and achievements of our children and young people, provide a record of our activities and raise awareness of our organisation
- the welfare of the children and young people taking part in our activities is paramount
- children, their parents and carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation
- consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used and stored, and are fully aware of the potential risks associated with the use and distribution of these images
- there are potential risks associated with sharing images of children online.

We will seek to keep children and young people safe by:

- asking all parents/carers to fill out a permissions form upon joining the school which asks them to indicate their consent with regards to photographs and videos of their child in the school environment, on the school website, in our school newsletter (shared via email), on our school's Instagram page (social media) and third-party media. We remind parents/carers of this form annually to give them a chance to review their choice. This can be seen in Appendix 1.
- always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images of children
- making it clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published
- only using names of children (first names only) if specific consent is given
- never publishing personal information about individual children and disguising any identifying information
- making sure children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information)
- reducing the risk of images being copied and used inappropriately by: only using images of children in appropriate clothing, and avoiding shots of children taking part in activities such as swimming where there may be a heightened risk of images being misused, and only using images that positively reflect young people's involvement in the activity.

We will also develop a procedure for reporting the abuse or misuse of images of children as part of our child protection procedures. We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe.

Photography and/or filming for personal use

When children themselves, parents, carers or spectators are taking photographs or filming at our events and the images are for personal use, we will publish guidance about image sharing in the event programmes and/or announce details of our photography policy before the start of the event. This includes:

- asking for photos taken during the event not to be shared on social media or asking people to gain permission from children, their parents and carers before sharing photographs and videos that include them
- recommending that people check the privacy settings of their social media account to understand who else will be able to view any images they share
- reminding children, parents and carers who they can talk to if they have any concerns about images being shared.

Photography and/or filming for St Andrew's use

We recognise that our group leaders may use photography and filming as an aid in activities such as music or drama. However, this should only be done with St Andrew's permission and using our equipment. Children, young people, parents and carers must also be made aware that photography and filming is part of the programme and give written consent. If we hire

a photographer for one of our events, we will seek to keep children and young people safe by:

- providing the photographer with a clear brief about appropriate content and behaviour
- ensuring the photographer wears identification at all times
- informing children, their parents and carers that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared
- not allowing the photographer to have unsupervised access to children
- not allowing the photographer to carry out sessions outside the event or at a child's home
- reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.

Photography and/or filming for wider use

If people such as local journalists, professional photographers (not hired by St Andrew's) or students wish to record one of our events and share the images professionally or in the wider world, they should seek permission in advance.

They should provide:

- the name and address of the person using the camera
- the names of children they wish to take images of (if possible)
- the reason for taking the images and/or what the images will be used for
- a signed declaration that the information provided is valid and that the images will only be used for the reasons given.

St Andrew's C. E. Primary School will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the children who are the intended subjects of the images and their parents and inform the photographer of anyone who does not give consent. At the event we will inform children, parents and carers that an external photographer is present and ensure the photographer is easily identifiable, for example by issuing them with a coloured identification badge (a red visitor's badge with a print out of their name and photograph, issued upon sign in at the school office). If St Andrew's is concerned that someone unknown to us is using their sessions for photography or filming purposes, we will ask them to leave and (depending on the nature of the concerns) follow our child protection procedures.

If consent to take photographs is not given

If children, parents and/or carers do not consent to photographs being taken, we will respect their wishes. We will agree in advance how they would like to be identified so the photographer knows not to take pictures of them, and ensure this is done in a way that does not single out the child or make them feel isolated. We will never exclude a child from an activity because we do not have consent to take their photograph.

Storing images

We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law. We will keep hard copies of images in a locked drawer and electronic images in a protected folder with restricted access. Images will be stored for a period of seven years. We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones. St Andrew's does not permit staff and volunteers to using any personal equipment to take photos and recordings of children. Only cameras or devices belonging to the school should be used. We have two smart phone devices that are used for this purpose, and are accessed via a pin code known only by staff members.

Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures, including:

- Safeguarding and child protection policy and procedures.

- Code of conduct for staff and volunteers.
- Online safety policy and procedures for responding to concerns about online abuse.

Contact details

Photography and images co-ordinator

Name: Sarah Chambers

Phone/email: sarahchambers@st-andrews.brighton-hove.sch.uk / 01273 770082

Senior lead for safeguarding and child protection Name: Phone/email:

NSPCC helpline 0808 800 5000

We are committed to reviewing our policy and good practice annually.

Permissions

Child's Name and Class

INTRODUCTION

Parents and carers are asked to consider this form and give permission for their child to take part in many aspects of school life but also with a clear emphasis on the safeguarding of their child. This form will be part of a child's induction upon joining St Andrew's and will be reviewed and reissued annually.

INTERNET ACCESS

As part of your child's curriculum and the development of computing skills, the school will provide **supervised** access to the internet. We believe that the use of **the** internet and email is worthwhile and an essential skill for children growing up in the 21st century.

To ensure safe use of the internet we have established a set of simple rules and our school internet provider operates a filtering system that restricts access to inappropriate material. By taking these steps, we aim to protect the children from misuse of the internet. However, the constantly changing nature of the internet means that we cannot always guarantee this so cannot be held responsible for the nature and content of any material accessed through the internet. We have a filtering system in school which blocks inappropriate content and the monitoring of this ensures we are aware when children attempt to access sites that may be inappropriate.

All internet access at St. Andrew's C.E. Primary School is supervised and monitored.

If you need advice about filtering systems to use on your home computer, any major retail company should be able to provide you with information. Please sign to say that your child may use the Internet at school. If you wish to read our full Internet Policy can be found on the school website. <https://www.st-andrews.brighton-hove.sch.uk/governance-policies/school-policies>

I understand that although the school will take all reasonable precautions the school cannot be held responsible for the nature of content of material accessed through the internet and therefore is not liable for any damages arising. I agree to my child having supervised access to the internet.

Signed (Parent/Carer).....

Date.....

TRIPS AND VISITS OUT OF SCHOOL

Occasionally throughout the year, the children are taken on planned out-of-school activities in the local area, during the course of the school day. These visits are on foot and are likely to be, for example, to the beach for Outdoor Explorers, to the local library, George Street, Hove Museum, etc. So that we do not need to ask for permission on each occasion, if you agree to your child being included in these activities, please would you sign the permission slip below. For trips involving transportation we will still request permission from the parent or carer.

We cannot include any child on any trip if their parent or carer has not given permission.

I give permission for my child to be included in any out-of-school trip or visit, not involving transport.

Signed

(Parent/Carer).....Date.....

PHOTOGRAPHS FILMING AND SOCIAL MEDIA

At St Andrew's C. E. Primary School we use information about your child in a number of different ways and we require your consent for how we collect and use photographs and videos

For more information on how we collect and use photographs and video, please refer to our Photography and Filming Policy Statement which can be found on our school website.

<https://www.st-andrews.brighton-hove.sch.uk/governance-policies/school-policies>

If you are not happy for us to use your child's information in the way we have listed below we will accommodate your preferences.

Please note consent can be withdrawn at any time, please email the office who will be able to update permissions.

Please tick the relevant boxes below, sign and return the form to the school.

Photographs

	I am happy for the school to take photos of my child
I am happy for photos of my child to be displayed in access-controlled areas of the school (such as corridors, classrooms)	
I am happy for photos of my child to be displayed in public areas of the school (such as reception)	
I am happy for photos of my child to be used in the school newsletter and other printed documents (such as the prospectus)	
I am happy for photos of my child to be used on the school website	
I am happy for photos of my child to be used on social media (such as the school's Instagram page)	
I am happy for third-party media to take photographs of my child for publication or broadcast	

Video and Audio

I am happy for the school to record videos of my child	
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I am happy for videos and/or audio of my child to be used on the school website	
I am happy for video and/or audio of my child to be used on social media (such as the school's Instagram page)	
I am happy for video and/or audio of my child to be provided to the media for publication or broadcast	
I am happy for third-party media to record video and/or audio of my child for publication or broadcast	

Signed

(Parent/Carer).....Date.....

GDPR NOTICE REGARDING PHOTOGRAPHS

We will keep pupil's photographs for a maximum of 7 years after they have left St Andrew's.

We will keep important photographs of key events. This will be done within the lawful basis of being "in the public interest".

After your child has left the school, their photograph will not be used for any publication or digital purpose unless we gain permission from you.