

Believe and Achieve



PHOTOGRAPHY POLICY

J Bartle

N Hill

HEAD TEACHER

CHAIR OF GOVERNORS

January 2026

January 2027

DATE

DATE TO BE REVIEWED

PHOTOGRAPHY POLICY

(Including videos, iPads, phones and use of webcams)

At our school we use photography (including the use of video and webcams) to capture significant events, achievements, to aid communication with others, as a record of assessment and of opportunities for learning both in the school, during visits to our local community and whilst on educational visits.

These images are used in school for display, in pupils' records of achievement or books, in our newsletters, on our social media platform, on our website and occasionally in promotional materials such as the school brochure or published articles about the school. Whenever such images are used, we adhere to the latest Department of Education guidance.

We will not use children's full names alongside their photographs in the school's own printed materials and publications, in AV clips or on our website. However, pupils' first names may be used, and their full names may be given in group situations or on materials where they cannot be linked to individuals in the photograph. As a general rule we will not use a child's full name next to a photograph which would identify them and if we use their full name in text we would never link this to an image.

We will never take photographs of a pupil who is distressed or unhappy with the photograph being taken, or who is not appropriately dressed (Children must be fully clothed or in PE kits).

Press Photographs

At times we may invite a press photographer to a school event in order to gain publicity for the school and celebrate the successes of our pupils. In these circumstances the photographer will be accompanied by a member of school staff at all times.

However, the media often insist that they will only publish an article if they are allowed to use the child's name, age and the school name in the caption for the picture. It is possible that the newspaper will re-publish the story on their website, or distribute it more widely to other newspapers or media organisations., including their social media platforms.

If a parent / guardian does not wish their child's image to be used in the press then we will ensure that they are not included in the photograph / recording.

Storage of photographs

School staff will only use a school device to take photographs of pupils, activities and events which will then be stored on our secure, password protected server. We will delete all images from devices once uploaded onto the server. Staff will never use their own personal devices to take or store photographs of pupils.

Events for families: Concerts/ Plays/ Prize-giving/ Assemblies / Sports days and festivals

School events help celebrate and demonstrate our pupils' talents and are hugely enjoyable for us all. Individual photographs will be provided by school of some of these special events to keep as mementos but parents and family members are not allowed to take photographs/video at any school events.

Parental consent for photography and use of photographs

At the enrolment of every child, parents will receive a copy of our Photograph policy and consent form. They will use this to indicate the level of consent they will give for various types of publication of photographs/images which include their child. This consent will last for the duration of a child's education at Coxhoe Primary school or until the consent form is updated by a parent.

Use of Zoom and other video calls

In light of the pandemic, video calling has become increasingly more common and is often used as a means of getting visitors into school. Should children be involved in any video calls, parents will be informed in advance and will be asked to give consent.

COXHOE PRIMARY SCHOOL

Believe and Achieve

We aim to offer our children engaging and enriching opportunities to allow them to develop the knowledge, skills and resilience they need to achieve in our everchanging and culturally diverse world.

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Coxhoe Primary School – Photography Consent form

To comply with the Data Protection Act 2018 we seek the permission of the pupil's parent or guardian to make recordings of a child. This permission will be sought on admission to the school or upon any changes in legislation and will last throughout the child's attendance at Coxhoe Primary School.

It is a parent's/guardian's responsibility to inform the school of any changes they wish to make to the consent once signed.

Please complete and return to school as soon as possible, keeping a copy for your own records:

Name of Child: _____

- I give consent for my child's photograph to be taken and used in school displays in accordance with the School's Photography policy

Yes / No (please circle your answer)

- I give consent for my child's photograph to be taken and used on the school website in accordance with the School's Photography policy

Yes / No (please circle your answer)

- I give consent for my child's photograph to be taken and used in external school publications (eg: school brochure, fundraising calendar, assessment information/learning journals) in accordance with the School's Photography policy

Yes / No (please circle your answer)

- I give consent for my child's photograph to be taken by the press or media and used in their publications and understand their name and age may be used in the accompanying caption or article.

Yes / No (please circle your answer)

- I give consent for my child's photograph to be taken by the designated school photographer (School photos) as an individual, with family members, class/year group or team to be sold/distributed to all members of that class/year group or team.

Yes / No (please circle your answer)

I understand it is my responsibility to notify the Head teacher of any changes I/we wish to make to this authority.

Signed: _____ (parent/guardian)

Print name of parent / guardian: _____

Date: _____

