

PHOTOGRAPHY POLICY

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1. KEY INFORMATION

In this policy 'we' and 'us' means the Federation.

We are obliged to comply with the Data Protection Act 2018 when we take or publish photographs of students. We will always try to act in the best interest of students and, as far as we reasonably can, we will take parental preferences into account.

The Data Protection Act gives children rights over their own data when they are considered to have adequate capacity to understand. Most children will reach this level of understanding at around the age of 12. For this reason, for most students attending school, it will normally be up to the individual child to decide whether or not to be photographed. Where the school considers that the child does not have the capacity to make such a decision, the school will act as it considers to be in the best interests of the student and in doing so will take account of any stated parental preference.

If parents/guardians wish to express a preference for us to avoid taking or publishing photographs of their child in certain circumstances, then please indicate this using the attached form. If no preferences are expressed, then we will act in accordance with the principles expressed in this policy.

This policy should be read in conjunction with Catmose Primary's EYFS and Under 8 Years Mobile Phone and Camera Policy.

Ordinarily the following rules will apply to Federation photographs:

2. PHOTOGRAPHS FOR INTERNAL USE

We will take photographs for use within the Federation. Usually these will be unnamed photographs and will generally be for internal use, but may also include photographs for publication, such as photos for the prospectus, or to show as slides at an event for parents. Unnamed photographs may also be used on display boards which can be seen by our visitors.

When the photograph is taken, students will be informed that a photograph is being taken and told what it is for so that they can object if they wish.

If we want to use named photographs, then we will obtain specific consent first. For most students this will be student consent as explained above, but parental wishes will be taken into account. Photographs will also be on student identification cards. These are used for morning registration and as proof of identity during formal examinations.

3. MEDIA USE

We will give proper consideration to the interests of students when deciding whether to allow external organisations to take photographs or to film. When the media are allowed to be present in our schools or at our events, this will be on the condition that they observe this policy.

Where the media are allowed to be present at a particular event, we will make sure that students and their parents or guardians are informed of the media presence. If no objection is received, then we will assume that unnamed photographs may be published.

If the media entity wants to publish named photographs, then they must obtain specific consent from those students with capacity to consent, or from the parents of those without capacity. We will require the media entity to check with us before publication so that we can ensure that any objections have been taken into account.

4. IF WE HIRE A PHOTOGRAPHER

If we hire a photographer, we will seek to keep children and young people safe by:

- providing the photographer with a clear brief about appropriate content and behaviour.
- always ensuring the photographer wears identification.
- informing students, parents/guardians that a photographer will be at the College 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 students.

5. FAMILY PHOTOGRAPHS AT FEDERATION EVENTS

It shall be at our discretion whether photographs may be taken at our events.

Family and friends taking photographs for their family albums will not be covered by data protection legislation. Where we decide to allow such photography, family and friends will be asked not to publish any photographs on the internet that show children other than their own.

6. IN THE EVENT THAT MEDIA IS PUBLISHED WITHOUT CONSENT

In the event that media is published without consent, or the student or parent is concerned in some other way, they should contact the school office immediately and advise where, when and how the media was published. The appropriateness of the publication will be reviewed by a senior member of staff and if necessary, the media will be removed.

7. IF CONSENT TO TAKE PHOTOGRAPHS IS NOT GIVEN

If students, parents/guardians 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.

APPENDIX 1: EXPRESSION OF PARENTAL PREFERENCES FORM



Name of Child _____ Class/Form _____

OPT IN: USING IMAGES OF CHILDREN

We like to have a record of our students taking part in the many activities that are offered within the Federation. We may take photographs of students. We may use these images in our prospectuses or in other printed publications that we produce, as well as on our website, display screens or on project display boards within the Federation. We may also make video recordings for our conferences, to monitor student progress, for examination evidence, teacher coaching or other educational use.

From time to time, we may be visited by the media who will take photographs or film footage, for example of a visiting dignitary or other high-profile event. Students will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

PERMISSION

I understand that the Federation will try to take my preferences into account but that the Federation must comply with Data Protection Act 2018 which will give my child rights in his/her own data when he/she has adequate capacity and understanding to make decisions about the publication of his/her photographs for him/herself.

I give permission for (name of child) to have their photograph, complete with first name, used in the media and/or for promotional purposes. Please sign below:

Child's signature.....

Name (in block capitals)..... Date

Parent/guardian signature

Name (in block capitals)..... Date