

# **St Matthew's C E Primary Little Lever**

## **Taking Photographs in School Policy and Procedures**

Based on ICO recommendations: Written by G. Ryding  
Jan 2011

Reviewed ( note changes made ) Jan 2012 – G Ryding

Reviewed September 2012 -G Ryding. Permissions amended  
December 2012.

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Reviewed June 2014 – G Ryding. Reference to VLE removed

Reviewed June 2015 – G Ryding/L Binns. Rewording of cameras to  
school digital equipment, inclusion of BWCT and BMS permission

Reviewed June 2016 – G Ryding/L Binns. No changes

Reviewed March 2018 – G Ryding/L Binns; inclusion of media use  
example, updated permission slips and ICO reference

## **St. Matthew's Little Lever**

### **Taking Photographs in School Policy and Procedures**

#### **Aims.**

This policy is designed to:  
ensure that the school complies with the Data Protection Act 1998 (with respect of photographs.)  
to support Safeguarding in school.

#### **Objectives.**

To provide clear guidance to all parents wishing to take photographs in school.  
To outline the processes in place for managing photographs 'for official school use'. ( as detailed in the policy.)

**The school policy is based on ' *Taking Photographs in Schools*'.( *Information Commissioner's Office 20140226 v 4.1*)**

The guidance is detailed below and gives examples of when the Data Protection Act would apply and when it would not.

#### **Recommended Good Practice.**

The Data Protection Act is unlikely to apply in many cases where photographs are taken in schools and other educational institutions. Fear of breaching the provision of the Act should not be wrongly used to stop people taking photographs or videos which provide much pleasure.

Where the Act does apply, a common sense approach suggests that if the photographer ask for permission to take a photograph, this will usually be enough to ensure compliance.

#### **Examples**

##### **Personal Use :**

A parent or some family friends takes a photograph of their child taking part in the school Sports Day to be put in the family photo album. These images are for personal use and the Data Protection Act does not apply.

Grandparents are invited to the school nativity play and wish to video it. These images are for personal use and the Data Protection Act does not apply.

##### **Official School Use:**

An example of this at St. Matthew's would be photographs of pupils for displays around the school. These images are likely to be stored electronically with other personal data and the terms of the act would apply.

##### **Media Use :**

A photograph is taken by a local newspaper of a schools awards ceremony. As long as the school has agreed to this and the children and/or guardians are aware of those attending the ceremony may appear in a newspaper, this will not breach the Act.

In addition to this the school will use additional control measures in order to support the school's Safeguarding Policy.

## **Photographs on the school premises by parents or other family members.**

### **What photographs can be taken?**

- Photographs can be taken at all school events where children are 'taking part' or performing. It is not expected that photographs will be taken of children as part of the normal school day unless there is prior agreement from the Headteacher.
- Photographs can be taken using any type of device
- As guidance, parents and family members should ensure that the photographs they take are of their own children and ( if they are in the shot ) children close by. It is not expected that parents will photograph or video entire events or focus on children other than their own, unless there is prior agreement from the Headteacher.

### **How should the photographs be stored and used ?**

- School recognises that photographs are often stored digitally and some families may wish to email photos to other members of their family or friends. There may also be occasions where families use web-hosted sites to store and print their photographs.
- Photographs taken should NOT be posted on social networking sites, be 'tagged' or posted onto the Internet for open viewing. ( ie You Tube or Facebook).
- Photographs should not be edited to an extent that they change the nature of the photograph.

We hope that the photographs that parents take in school enable them to remember the good experiences they have in school and all we ask in return is that the photos are stored and managed responsibly.

### **How will school manage this system effectively ?**

- At the beginning of each academic year parents will be asked to indicate their intention ( or possible intention) to take photographs in school and will be asked to sign to say that they have read and agree to abide by the guidance provided above.
- Parents will be asked to sign to say that they will take responsibility for other family members being made aware of the information provided above.
- School will keep a record of parents who have not signed and will take the necessary steps if they try to take photographs in school.
- Reminders will be given at all events.

## **Taking Photographs for Official Use**

### **What photographs can be taken?**

- Photographs are taken to record an activity or outcome for a child or class. Photographs are not taken during swimming lessons, or when children are changing for PE etc.
- Photographs are not taken in secret. Children will always be made aware that they are being photographed.
- Photographs will only be taken using school digital equipment.
- Photographs are only taken by members of staff or by 'official' photographers with the express permission of the Headteacher.

### **What constitutes 'Official Use ?'**

Photos and videos of staff and pupils may be classed as personal data under the terms of the Act. Therefore such images for school publicity purposes may require the consent of either the individual concerned or in the case of pupils , their legal guardian.

Publicity includes the school web site, publications, newsletters, prospectus or displays in a public place or parts of the school where visitors have access.

School have close links with Bolton Wanderers Community Trust ( BWCT) and Bolton Music Service(BMS) who deliver specialist lessons in schools and may request to use photographs for their literature. This will be allowed provided parents/carers have given permission. They will apply the same rules as the school in relation to using pupil's names.

**How will the photographs be stored and used ?**

- Photographs taken in school are stored digitally. They are stored on the school server in an area restricted to staff.
- Photographs are not stored on pen-drives or staff laptops, unless specific permission has been granted by the Headteacher.
- Photographs will not be e-mailed or posted onto the internet in anyway except the school website, twitter feed or the class blog (There are occasions when St. Matthew's Church request to use specific school photographs on their website. Parents would be informed and permission sought before this happened. )
- Based on the guidance on the DFE website ( 16.07.10) the school will adhere to the following.
  - If a photograph is used in any of the circumstance above , pupils will not be named.
  - If pupils are named photographs will not be used.

Where names and photographs are required for a specific purpose ( eg in the local paper ) parents will be contacted for specific permission.

**How will school manage this system effectively ?**

A permission slip system is used

Photographs relating to photographs on the school website, blogs and Twitter.

I give/ do not give ( delete as appropriate) permission for photographs containing my child to be used on the school website, including blogs and Twitter

Signed ..... Date.....

Photographs – Bolton Wanderers Community Trust (BWCT) and Bolton Music Service (BMS)

I give/ do not give ( delete as appropriate) permission for photographs containing my child to be used by BWCT and BMS to promote St Matthew's School, their involvement with the school, staff performance and to secure grant funding

Signed ..... Date.....

Photographs and videos

I give/do not give (delete as appropriate) permission for my child to be photographed and videoed for use in school documents, displays, class photographs and for photographs to be taken by the local press and published in their paper.

Signed ..... Date.....

**Photographs on the school premises by Parents and Other Family Members**

I have read the school's "Taking Photographs in School Policy and Procedures" document and agree to abide by the guidance given and also ensure that any members of my family or friends who attend events will also abide by the guidance.

Signed ..... Date .....

- Parents have the right to refuse permission and school will keep a record of this and ensure that this request is respected.
- Unless parents have ticked to give permission then it will be assumed that permission is not given.
- The schools disciplinary policy covers the actions that will be taken if any member of staff deliberately breaches the guidance set out above.

We hope that all photographs taken in school or at school events enable pupils and families to remember the good experiences they have. As long as all photos are taken and stored responsibly this system should work well for all those involved.