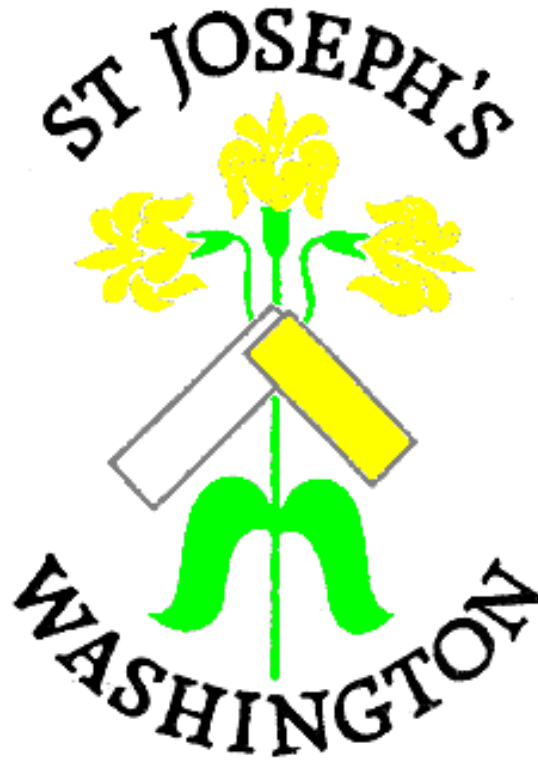


Photography Policy



We are children of God: we achieve, believe and care.

Ratified on: 24/01/2019

Chair: M Jakeway

Headteacher: J Black

To be Reviewed: 2 Years

St Joseph's is a happy and caring Catholic school where everyone aspires to reach their true potential with Christ at the heart of all we do.

Introduction

There are many occasions when staff and parents will want to take photographs of children. Such occasions include everything from observation, evidence, assessment and curricular purposes in the classroom to award ceremonies, performances, trips and sporting events as part of the extended activities programme. The intention of this document is to set out clear guidelines which will balance the use of photography as a source of pleasure and pride with the need to safeguard children and protect the rights of the individual.

This policy sets out to ensure that:

- Images are only used for the purpose intended
- The school's use of images is facilitated
- Personal family photography is allowed when possible
- Individual rights are respected and child protection issues considered
- Parents/carers and children are given the right to opt out.

Educational

Consent of parents and carers is sought on admission to St Joseph's, for photographs and videos to be taken. Additional consideration is given to photographing vulnerable children, particularly Looked After Children or those known to be fleeing domestic violence. Consent is sought from those with parental responsibility (this may include the Local Authority in the case of Looked After Children).

Parental Consent

On admission of a child to the school, parents/carers will be asked to complete a consent form indicating their agreement or objection regarding the use of images of their child. This will be for child's whole school journey. Should you wish to withdraw permission this will take effect from the date of withdrawal.

Parental Photography

In many cases, images taken at school events form an important part of family albums. Everything possible will be done to ensure that this tradition continues. Parents are welcome to take images of their own children at award ceremonies, school concerts/shows and sporting events, with the permission of the Headteacher. However, care must be taken not to interfere with the smooth running of the event, breach commercial copyright laws or compromise health and safety. Parents/Carers will ensure that:

- They will respect the school's decision to prohibit photographs of certain children or a particular event.
- Any images taken at events are for personal use only and will not be used on social media sites including but not limited to Facebook, Twitter and Instagram unless the

permission of each child's parent has been sought. If they haven't Data Protection legislation may be contravened and they will be asked to remove them.

- They will not use any images of children so as to cause offence or harm.

The use of Cameras and Video Recordings by Children

From time to time, children may be given the opportunity to use school equipment to take photographs and/or video footage as part of a curricular or extra-curricular activity. Children should not use personal equipment in school for the purpose of taking photographs or video footage. This includes the use of personal mobile phones. The only exception to this is on the Year 6 residential where children may be allowed to take photographs for their own personal use using a disposable camera.

It should be made clear that these images should be taken responsibly and not used to upset any other child.

Display of photographs

It is perfectly acceptable to display images of children in the school with their names attached for the purposes of celebrating progress and achievement or assessment.

A list of children for whom consent has been refused will be maintained by the school and every effort will be made by staff not to include these children in photographs or video footage. The list will be updated on a regular basis.

The parent/carer is asked to confirm, in writing that they will inform the school if they no longer wish images of their child to be used for any reason. They need to be made aware that once images are in circulation or have been published, it is impossible to remove them, although every effort will be made to ensure they are not used in future publications.

School Photography

Photographic and/or video images taken by staff may be used for curricular and/or extra-curricular activities, displays, on the school website, facebook/twitter accounts, in the school prospectus or newsletter, as evidence of the child's development, celebrating achievement or as part of publicity. Staff will ensure that:

- They always use school equipment for taking images.
- They never record images using their personal camera, mobile phones or video equipment or for their own personal use.
- They will never photograph children in a state of undress, for example whilst changing for PE or a performance.
- They will report any concerns about inappropriate or intrusive photographs found to the Senior Designated Leads (Mrs Black, Mr Morris or Mrs Swanston) following the school's safeguarding procedures.
- They have parental permission to take, store and/or display or publish the images.

Publicity

Press

On occasions, the media are asked to cover school events or to highlight children's successes. This is an important part of celebrating achievement and informing the public of educational initiatives. The media operate under their own Code of Practice. Local newspaper titles may share their images with other titles within the same syndicate. Any child whose parents have withheld permission, will not be photographed by the media.

School Publicity

Photographs of children's activities and achievements may be published on the school facebook or twitter accounts and posted on the school website. Names of individual children will not be attached to photographs. Where photographic permission has been withheld, photographs will not be published.

School Photographer

Class and individual or group photographs are an annual event. Parents will be notified in advance of the photographer's visit and will be sent copies of photographs and given the option to purchase them. Copyright on all such photographs is retained by the photographer.