



Jotmans Hall Primary School

Photograph and Video Policy

Approved by Curriculum & Target Setting
Committee

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Accepted/Ratified by the Full Governing Body

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Photography and Video Policy

Principles

This policy details the rules governing photography and recording videos at the school, the distribution of these photos and videos, and their publication on the internet. It covers the rules for staff, governors and parents, and is founded on four main principles:

Safety

The overriding priority is to ensure that photography does not lead, either directly or indirectly, to anything that may potentially endanger the safety of the children at the school.

Privacy

We believe that every child and parent is entitled to their own privacy, and can therefore choose not to feature in photographs or videos recorded at the school.

Projecting the right image

Photographs taken at school should not do anything that may cause embarrassment to the school, the children, or the staff.

Sharing children's achievements

It is natural for every parent to want to share their children's activities and achievements at school with their friends and family. This school is keen to allow this as much as possible, while keeping this in balance with the first three principles.

Consent

When a child joins the school, their parent or guardian is asked for consent for the child to appear in photos eg: on the school website, on the school's Facebook page, in school publications, in press publications or on displays in a public place (i.e. including areas of the school to which visitors have access). The school encourages all parents to provide consent, as it enables us to include all the children in depictions of school life, but we recognise and fully respect the right to refuse consent. Parents are asked to give consent; if consent has not specifically been withheld or withdrawn by a parent, the school will **NOT** imply that consent has been granted. Parents may withdraw consent at any time, or grant consent if they had previously declined, by contacting the school office.

School Website/Facebook

The school endeavours to publish on the school website and Facebook page a selection of photos and videos of school events and general school life. Any material published to the website must be assessed to ensure it meets the following safeguarding rules:

1. It must not feature any child whose parent or guardian has not given consent.
2. It must not offer any means of identifying a child by name.
3. It must not in any way embarrass the school or the children and staff involved.
4. It should usually not include any child who left the school more than two years ago.

Rule 4 is worth explaining in more detail. Most children are excited to see photos or videos of themselves on the school website, but as they get older, they are not always so enthusiastic about reminding themselves, or others, of their younger selves. The school will therefore endeavour to remove older photos featuring children who have left the school some time ago in order to avoid any embarrassment or discomfort it may cause them.

Rules for Parents, Guardians and Governors

Parents and guardians are permitted to take photographs at designated school events, as long as they agree to the conditions described in this policy.

At these events, photos may only be taken at the location of the event. For most of these, this is the school hall. For sports day, it includes the playground and field. It is not permitted to take photos in classrooms or elsewhere in the school unless explicitly authorised by the head teacher.

Outside designated events

It is not permitted to use a camera on school premises **at any time** outside these designated events unless explicitly authorised by the head teacher/or other safeguarding lead.

Distribution and publication of photos and videos

Photos taken at these events are for your own personal use only. However, on no account may these images be published on social media.

The reason for this restriction is that it is not possible for individual parents to ensure that all four of the safeguarding rules described above are adhered to at both the time of publication, and later.

Sharing photos on the school website

As described above, the school endeavours to publish a selection of photos and videos from events on the school website. You may share links to these pages on social media services, because any photos or video appearing on the school website/school's Facebook page will have been checked to ensure they conform with all the safeguarding rules. These links will cease to work once the photos have been removed from the school site.

You may download the photos from the school website for your own personal use, but you may not republish them anywhere on the internet.

Photos featuring only your own children

There is one exception to the internet publication rule. If the photo or video includes **only** your own children, you may share it on the internet however you like. For this exception to apply, **there must be no other children in shot**, however briefly or clearly they can be seen. The reason for this exception is that the school recognises that how you use photos of your own children is a decision purely for you.

Withdrawal of permission

Failure to adhere to these conditions may, at the discretion of the head teacher, lead to a withdrawal of permission to use a camera at future events.

Rules for Staff

- Staff may take photos and video anywhere within the school for the purposes indicated on the parental consent form.
- These may be published to the school website and school Facebook page if they conform to the safeguarding rules described above.
- They may not be published on any other internet or social media site, except those that are used by the school website
- They may be stored on password-protected staff laptops. They should be deleted once they are no longer needed, or within a reasonable time of the featured children leaving the school.

- They may be shared with other members of staff by email to support teaching work. They may not be shared with friends and family.
- The school cameras should be used to take photographs. Staff may alternatively use the designated iPad in Acorn class.
- Members of staff who are also parents or guardians of children at the school are permitted to take photographs at school events under the terms described in “rules for parents, guardians and governors”.

External Photographers

Terms for external photographers, such as local newspaper photographers, must be agreed in advance with the head teacher. These are considered on a case-by-case basis, and must conform to the safeguarding rules described above.

Date of Policy: February 2018