



# **PHOTOGRAPHY AT SCHOOL EVENTS POLICY**

**Chair of Governors:**

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## **Introduction**

There are key events in the life of a school where the parent and wider community will naturally wish to have a visual record of the proceedings.

Unfortunately, the actions of a minority in misusing visual images, in particular through the use of the Internet, have meant that local authorities and schools need to pay particular attention to the requirements of data protection and child protection legislation.

The Education department has looked at the issue of photography in schools and are seeking, through this advice, to support schools in working with parents and others to protect the interests of the children in their care.

## **Seeking permission from parents or older pupils**

The basic principle is that written permission must be sought for children to be photographed (including video) during school events, such as nativity plays or sports days. The school's current view is that the most straightforward way of complying with the law in this respect is to have the written "blanket" consent of parents to the effect that they have no objection to their child being photographed, either by official photographers (perhaps from the press, or as otherwise arranged by the school) or by others present during any school events on or off site unless they state otherwise.

There is, of course, a limit to the control a school can have over other people taking pictures off site: this policy refers to the invited audience, or participants, rather than to anyone who might just happen to be there and for whose actions the school could not reasonably be expected to be responsible.

## **Use of images in external publication, including the internet**

Where school intends to use visual images of children in a publication such as a school prospectus, or on the school website, we must seek explicit, written permission via a permission / consent slip for the particular usage from the parent / carer

## **Using a professional photographer**

If a professional photographer is engaged to record a school event, either alongside any other photographer, or as a sole photographer, school will ensure they are prepared to work to the following:

- In the context of data protection legislation, the photographer will be considered as a data processor and any agreement with them should be in accordance with the Data Protection Act 1998.
- Only use photographers who guarantee to act appropriately to prevent unauthorised or unlawful processing and against accidental loss or destruction of, or damage to, the personal data including photographs.
- That the photographs may only be used for the school's own purposes and that permission has not been given to use the photographs for any other purpose.
- That the photographer may not disclose the photographs to any other party without the school's permission.

## **Nominating a non-professional to be an authorised photographer**

Any other individual, say a parent or governor, who is nominated to be the photographer, must be clear that the images may not be used for anything other than the purpose indicated by the school. This must be agreed in writing.

## **Charging for photographs / videos**

Where a nominated photographer (professional or otherwise) is used, the proceeds from any sale of photographs or copies of videos will go to the school fund.

## **Use of photography by school staff to support learning and assessment**

Due to the nature of the learning of pupils at Ysgol Bryn Derw, photography (and video) are used very regularly to capture pupil achievement and progress. All staff sign an ICT Acceptable Use Agreement that sets out the requirements surrounding the use of all ICT equipment including cameras, iPod and iPads. This includes requirements surrounding the secure storage of photographs on school ICT drives and the requirement that only school owned equipment is used to photograph or video pupils. All staff and supply staff undertake a risk assessment which makes it clear that personal devices must not be used to photograph or video pupils.

## **Conclusion**

No one would reasonably wish to constrain the legitimate use of photography at what are intended to be happy events for the school community and for individual families. Where a parent or carer does object, either in general, or in respect of a particular event, however, this could well result in the child not being able to take part in some, or all, of the activities. You might wish to talk the parent through the implications of such exclusion from the child's point of view.

## **School checklist**

- When allowing photography (including videos) at any school event, on or off site, you must obtain written permission from parents or older pupils either by a blanket agreement or permission slip
- Separate permission slips / consent forms must be obtained where the intention is to use images for school publication, such as the school prospectus, or on the Internet.
- For the protection of the staff and pupils, we will require professional photographers to comply with the guidelines.
- If we decide to nominate a non-professional individual to record an event, they must be clear about the constraints on the use of images.
- Withdrawing children from photographic events can be perceived as a punishment; we may wish to put this point to parents who object to photography at school events.

## **Guide for parents who wish to use photography or video at school events**

Generally, photographs and videos for school and family use are a source of innocent pleasure and pride which can enhance self esteem for children and young people and their families.

- Remember that parents and carers attend school events at the invitation of the Headteacher and governors.
- The Headteacher and governors have the responsibility to decide if photography and videoing of school performances is permitted.
- The Headteacher and governors have the responsibility and right to decide the conditions that will apply in order that children are kept safe and that the performance is not disrupted and children and staff not distracted.
- Parents and carers can use photographs and videos taken at a school event for their own personal use only – this must be announced to all guests at the start of every school event.
- Parents and carers must follow guidance from school staff when using photography or videoing.
- Parents and carers must not photograph or video children changing for performances or events.

## **Review**

This policy will be subject to review within a maximum period of three years.