

<p style="text-align: center;">DALE HALL PRIMARY SCHOOL PROCEDURES FOR PHOTOGRAPHY IN SCHOOL POLICY</p>

This policy should be carried out in the context of and in conjunction with Dale Hall CP School's Safeguarding Policy.

1 Introduction

1.1 There are many occasions within a school where photographs will be taken that include children. This is acceptable and encourage however, our school will do all it can to ensure that images are used properly, and that, as in all matters, risks are minimised, and our children kept safe and secure, whether at school or elsewhere. The aim of this policy is to establish the right balance between the proper use of technology and the safety of our children at all times.

1.2 Under the terms of the Data Protection Act 1998, all photographs and video images of children and staff alike are classified as personal data. This means that no image can be used for display or for school publicity etc, unless consent is given by or on behalf of the individual concerned.

1.3 The policy was last reviewed on **23 March 2023** by the Learning and Development Committee.

2 Parental permission

2.1 All parents and carers will be asked to sign a consent form allowing their child to be photographed or videoed while taking part in school activities, and for the image to be used within the school. This form will be given to the parents or guardians of all children when they join the school and in each successive year thereafter. This 'rolling' consent will allow the school to take pictures of pupils engaged in educational activities such as sports events, drama productions, field trips, etc., and to use these pictures internally. Where parents or carers do not give their consent, then the children concerned will not be photographed or videoed.

2.2 All pictures or videos taken will be appropriate, and will show children properly clothed for the activity they are engaged in. The school will do all it can to ensure that due sensitivity is shown in the choice and composition of these images.

3 School performances

3.1 Parents will be informed prior to school performances whether photography is permissible during the performance or afterwards. This permission may be dependent on the individual children taking part.

3.2 When permission has been given, the school will observe the way in which photographs are being taken during the performances and will withdraw the right of anyone to bring a camera of any sort if they are felt to be making inappropriate images. For example, photography is forbidden in changing rooms or backstage during school productions.

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4 The Internet

4.1 Only appropriate images will be used on the school website. Children will not be identified by their name or address on the school website.

4.2 The school use Class dojo. Class dojo is used as a communication tool between class teachers and parents. There is a messaging service for individual one-to-one messages as well as a 'class story' by which the teachers can share events that are happening in the class and photos of the school day. This is a secure app and can only be joined by those invited.

5 Mobile phones

5.1 We allow children in Year 6 to bring mobile phones into school but they are not accessible during school hours. Children must hand in their mobile phones to the teacher at the start of the school day and collect them at the end of the day.

5.2 Adults may bring in mobile phones but must not use them during teaching time. Photos of pupils should only ever be taken on personal devices if permission has been sought from a member of SLT. As a general rule staff should not make or receive calls or texts during lesson time or meetings

Phones should not be used in a space where children are present e.g. classroom, playground. This is to avoid staff putting themselves into compromising situations which could be misinterpreted and lead to possible allegations. Please see ICT Acceptable Use Policy for further guidance.

6 Use of photography equipment

6.1 There are many ways in which the use of digital images is valuable for children's learning. For example, they may be used in art work or geography or science fieldwork.

6.2 Each class teacher will be allocated a school ipod to use for taking photos and uploading to class dojo.

6.3 Images will be made only as appropriate for school-related activities.

6.4 During parts of the curriculum children will be taught how to take pictures of their learning but we will discourage them from taking pictures of each other without permission. Children will be supervised by an adult when they have access to a photo taking device.

6.5 As soon as images have been used for their intended purpose they will be deleted from the device. The school will not store digital images any longer than needed. Images can be stored safely on the class dojo app.

7 Media publications

7.1 Sometimes, local or national media visit the school to follow up a news story. This is often to do with a notable achievement by a child or a group of children from the school. For example, the netball team may have won a regional competition, or the school may have raised money for a charity whose representative wants to receive the donation in

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person. In this situation, where children's images might be made public, the school will inform parents and carers of the event in advance, and allow them to withdraw their child from the event if they so wish. Newspapers normally ask for the names of the children to go alongside the photographs; if parents or carers do not wish this to happen, then the school will not allow the individual to be photographed or filmed by the media concerned.

8 Review

This policy will be reviewed biennially and at any other time as may be necessary

9 Document History

Date	Description
30 Mar 2004	Adopted at Governing Body meeting
Mar 2007	Re-adopted without change at Policy Committee meeting
27 Nov 2007	Re-adopted without change at Policy Committee meeting
January 2011	Adopted at the Steering Committee
4 December 2012	New model policy adopted at Governing Body meeting
3 February 2015	Readopted at the Steering committee without amendment
14 November 2017	Readopted by the Learning and Achievement Committee
24 September 2019	Readopted by the Learning and Development Committee
16 June 2021	Readopted by the Learning and Development Committee
3 March 2022	Readopted by the Learning and Development Committee
23 March 2023	Readopted by the Learning and Development Committee

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Photo permissions form for pupils For use by Suffolk County Council schools

Appendix 1

DALE HALL COMMUNITY PRIMARY SCHOOL

Occasionally, we may take photographs of the children/young people at our school. We may use these images in our schools prospectus or in other printed publications that we produce, as well as on our website or on project display boards at our school. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

Suffolk County Council may also use our photographs of pupils to illustrate work in Suffolk schools in council publications, publicity materials and the internet.

From time to time, our school may be visited by the media who will take photographs, film footage or carry out radio interviews. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes. Photos for the media and other publicity purposes may also be taken at events where our school is taking part.

Please answer the questions below, then sign and date the form where shown. Please return the completed form to the school as soon as possible.

Please circle your answer

1) Are you happy for your child's photograph to be taken when participating in school activities? This may include by other parents at school plays and events	Yes / No
2) If your answer to question 1 is yes, please tick the box to say you are happy for your child's photo to be used in the following ways: <input type="checkbox"/> In publications and publicity materials produced by the school and by Suffolk County Council <input type="checkbox"/> On the school website/dojo and Suffolk County Council websites <input type="checkbox"/> Recorded on video or webcam, for use only by staff, for assessment purposes	
3) Are you happy for your child to appear in the media? This may mean their photo and name is used in print	Yes / No

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. Please also note that the conditions for use of these photographs are on the back of this form.

I have read and understood the conditions of use on the back of this form.

Parent/Carer signature:

Date:

Name of child:

Parent/Carer name (in block capitals):

Address (in block capitals):

Telephone number:

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Conditions of use

1. This form will be completed when a child joins the school and each successive year thereafter. It remains valid for one year after they leave, to enable us to publicise the work of final year pupils. The consent will automatically expire after this time.
2. If we use photographs of individual pupils or small groups of pupils, we will avoid using the full name (which means first name **and** surname) of that child in the accompanying text or photo caption. **Please note that the media are likely to use first names and surnames in their publications/broadcasts.**
3. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
4. We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".
5. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

Appendix 2

A guide for parents when photography is allowed at a school event

It is natural for parents to want to record their children's time at school, especially when they take part in activities such as sports, concerts, nativity plays or other types of show. By following some simple guidelines we can proceed safely and with regard to the law.

- The head and governors have the responsibility to decide if photography at a school event is permitted
- The head and governors have the responsibility to decide the conditions that will apply so that children are kept safe and that the performance is not disrupted and children and staff not distracted.
- Parents and carers can use photographs taken at a school event for their own personal use only. Such photos must not be sold and must not be put on the web/internet. To do so would likely break Data Protection legislation.
- Parents and carers must not photograph children changing for performances or events