

Mill Hill Primary School

Policy on Photography

(see also Child Protection Safeguarding Policy, Mobile Phone Usage Policy and Sunderland LA Photography – Protection of Pupils – Guidance document August 2007)

1 Aims and Objectives

- 1.1 This policy aims to safeguard all pupils, to acknowledge the specific needs of those pupils who may have safeguarding issues and to seek parental consent for this via a parental consent form.
- 1.2 This policy is intended to:
 - Facilitate photography for the business purposes of the council ie Mill Hill Primary School, Sunderland LA, Sunderland City Council;
 - Respect the rights of the individual;
 - Safeguard child protection;
 - Allow personal family photography whenever possible.

2 Introduction

- 2.1 Photography of pupils in schools is subject to the Data Protection Act 1998 regarding the rights of individuals to have information of a personal nature treated in an appropriate manner and the Human Rights Act 1998, protecting the privacy of individuals and families. As well as these statutory rights, restrictions on photography arise from issues of child protection and copyright in performances (Paragraph 4.4).
- 2.2 In this policy, 'photography' includes photographic prints and transparencies, video, film and digital imaging and 'in school' is whenever and wherever pupils and young people are the responsibility of the School Governors/Education Directorate. 'Parent' means anyone with parental rights and responsibilities in relation to a pupil.
- 2.3 The school prospectus makes it clear that the school recognises the issues of child protection and personal privacy and that a policy aimed at safeguarding pupils exists.
- 2.4 Sensitivity is as important in dealing with photography as it is in processing other personal data. Court cases have occurred because photographs have been used inappropriately.
- 2.5 Staff are not permitted to use their mobile phone in school to take a picture. Staff must only use school photographic equipment to take pictures in line with the school's Photography Policy.
- 2.6 Pupils are not permitted to bring mobile phones to Mill Hill Primary School.
- 2.7 Parents are permitted to take photographs and video footage in school, including by the use of a mobile phone, when permission has been granted by the school eg school performances, sports events.

3 Photography by School Staff

- 3.1 The business of the council can involve Mill Hill Primary School staff in the photography of pupils and young people for the following main purposes:
 - Pupil administration
 - Curriculum and course work
 - Corporate and community work

Copyright and use of these photographs is carefully controlled by the authority, ie retained safely by the school or issued to the pupil concerned or safeguarded by an officer of the council.

- 3.2 Photographs held in school must be annotated with the date on which they were taken and stored securely. They should not normally be used other than for their original purpose, unless permission of the subject has been obtained.
- 3.3 Photographs must be destroyed or deleted from databases once they are no longer required for the purpose for which they were taken. For example, a photograph for identification purposes may endure for several years but should not be retained when replaced or expired. Photographs taken for publicity and promotional purposes should be retained for a maximum of two years. Photographs contributing to the history of the school, its pupils, activities or the community can be retained indefinitely.

4 Photographs by other Authorised Agencies

- 4.1 The involvement of other agencies may only be authorised by the Head Teacher, Children's Services (Tel 0191 5531355) or Corporate Communications Manager/Press Office.
- 4.2 Commercial photographers commissioned by the council or Head Teacher – copyright rests with the photographer.
- 4.3 The press and other media – copyright rests with the photographer.
- 4.4 Officers of the council, including Children's Services – the Local Authority retains copyright.
- 4.5 Permission is obtained from parents for a photograph or video images by a commercial photographer by the returned consent form, which is associated with such an occasion.

Permission for all other photography is covered by the school's photographic consent form, eg digital photographs and videos for use in school and on the Mill Hill Primary School website, Sunderland Echo. This form is completed by the parent/carer when a pupil commences their education at Mill Hill Primary School. This consent is valid for the time that the child attends Mill Hill Primary School. It is the responsibility of the parent/carer to notify the school of any changes to this consent.

- 4.6 Parents will be made aware that, when class or group photographs are taken by a commercial agency, the photographer retains copyright. Parents will be given contact details of the agency used.

5 Parental Photography

- 5.1 Photography in schools traditionally forms an enduring part of each family's record of their child's progress and a celebration of success and achievement as well as being an established social practice.
- 5.2 Where practical, arrangements should allow photographs to be taken by parents and other guests attending school sports, concerts and similar events. Photography must not, though, be allowed to upset the performance or smooth running of the event or affect the health and safety of pupils and others.
- 5.3 Parents/carers are required to complete a photographic consent form when their child commences at Mill Hill Primary School and it is the responsibility of the parent/carer to inform the school of any changes to this consent.
- 5.4 Parental photography must not include any child whose parent has refused consent for any reason. This may mean offering photography opportunities before or after an event for those who wish to be photographed. Parental photography is secondary to the main aim of a school event and must not be allowed to interfere with the opportunity for pupil participation.

5.5 Commercial copyright in a dramatic performance or musical will normally exclude any audio or video recording by the public, ie other than the Local Authority or the school for internal purposes and, in that event, parents/carers and guests must be informed that the infringement of copyright is strictly forbidden.

6 Monitoring and Review

6.1 This policy will be regularly reviewed.

Signed:

Chair of Governors

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Head Teacher

September 2018