

**BANSTEAD**  
**COMMUNITY JUNIOR**  
**SCHOOL**



**PHOTOGRAPHIC IMAGES OF CHILDREN**  
**POLICY**

**2020**

School Resources Committee

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**BANSTEAD COMMUNITY JUNIOR SCHOOL**  
**PHOTOGRAPHIC IMAGES OF CHILDREN POLICY**

**1. Introduction**

There are many occasions when staff and parents will want to take photographs of children. Such occasions include everything from observations, evidence, assessment and curricular purposes in the classroom to award ceremonies, performances, trips, and sporting events as part of the extended activities programme. This policy sets 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 where possible
- Individual rights are respected and child protection issue are considered
- Parents/carers and children are given the right to opt out.

**2. Definitions**

The term 'images' refers to photographic prints or slides, digital images, videos or moving images. Images may be distributed via print, DVD, the internet or other technologies.

**3. Safeguarding children**

The welfare and protection of our children is paramount and consideration should always be given to whether the use of photography will place our children at risk. Images may be used to harm children, for example as a preliminary to 'grooming' or by displaying them inappropriately on the internet, particularly social networking sites.

For this reason, on admission parents/carers, are asked to complete a consent form indicating their agreement or objection regarding the use of images of their child. Consent must be sought from those with parental responsibility (this may include the Local Authority in the case of Looked After Children).

**4. Data Protection**

The Information Commissioner (ICO) maintains a public register which includes the name and address of 'data controllers' and details of the types of personal information they process. 'Notification' is the process by which each data controller's details are added to the register. All school's need to ensure they are registered with the Information Commissioner's Office every year. Failure to notify the ICO is a criminal offence. Notification is necessary if school's are processing personal information. This includes taking photographs of the children using a digital camera. Personal data (including images) held by the school must be included in the school's notification.

## **5. 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. A list of children for whom consent has been refused is maintained by the school and every effort will be made by staff not to include these children in photographs or video footage. The list is updated on a regular basis. Details of consent are kept on the school's MIS system. The parent/carer should be 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 may be impossible to remove them, although every effort will be made to ensure they are not used in the future.

## **6. School Photography**

- Performing arts including dance and movement, concerts, drama performances, parent evenings.
- Sports days and sports fixtures and the use of photographic equipment by parents and carers and children from the other school.
- Media including newspapers and television especially when some editors require children's names when publishing photographs.
- Displays in the establishment of children's activities.
- Publications by the establishment
- Websites, social media and blogging
- Staff training and professional development activities.
- Publicity material for contractors.
- Site security / CCTV videos.
- Sell to parents for fundraising.
- Gift to leaving children.
- Children's work, in ICT and literacy especially.
- Share work and experiences with partner schools especially in the Comenius project.

Staff will ensure that:

- They are clear about the purpose of the activity and what will happen to the images when the activity is concluded.
- They always use school equipment for taking images
- They never record images using their personal camera, mobile phone or video equipment 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 Person following the school's normal safeguarding procedures.
- They have parental permission to take, store and/or display or publish the images.

## 7. Ownership

Human Rights legislation and the Data Protection Act 2018 give people rights and it is the right to 'privacy' that affects the use of photographs.

The Copyright, Designs and Patent Acts 1988 moved the ownership of copyright to the photographer (or their employer) and away from the person commissioning and paying for the photographs, unless there is an agreement.

## 8. Storage of images

Images retained in a school will not be used other than for their original purpose, unless permission is obtained from the subject.

Images should always be stored securely.

Images should be destroyed or deleted once they are no longer required for the purpose for which they were taken. Images contributing to the history of the school, its children, activities or the community, may be retained indefinitely.

## 9. 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 child at award ceremonies, school concerts/shows and sporting events, with the permission of the Headteacher/ Senior Manager. 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 photography of certain children or a particular event.
- Any images taken are for personal or school use only.
- Images including children **other than their own must not be sold or put on the internet**; if they are, Data Protection legislation may be contravened and they will be asked to remove them.

## 10. Children Photographing Each Other

This practice can occur extensively during offsite activities particularly during residential periods. Staff should maintain the supervision and management control specified in the Outdoor Activities Guidelines 2019. There may be incidents where children take inappropriate photographs, perhaps showing friends and other children inappropriately dressed. Staff should endeavour to discourage this practice, but ultimately parents are responsible for monitoring their child's use of cameras and subsequent use of their images involved. The school's policy is no mobiles phones are to be taken by the children on school trips. If they wish to take photographs then this must be on a standalone camera. School cameras are taken on trips and to special events, for the purpose of photographing the event.

## 11. Publicity and 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.

## 12. Inter-School Fixtures

If a vulnerable child is involved, it will be necessary to liaise with a member of staff from the other establishment so that they are aware of the wishes of the parents or carer of the child and seek the co-operation of the parents of the opposing team. Avoid taking photographs of other teams especially close ups of other teams children.

## 13. School Publicity

Photographs of children's activities and achievements may be published in the school newsletter or prospectus and posted on the school website. Full names of individual children will not be attached to the photographs and no contact details will be published (first names may be used if deemed necessary. Where photographic permission has been withheld, photographs will not be published.

### School Photographer

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

## 14. Close Circuit Television (CCTV)

While CCTV can be an extremely effective and useful crime reduction / deterrent device, careful use of the images and control by responsible staff is crucial. Refer to CCTV Policy (B102).

## 15. Links

This policy links to the school's Computing and On-line Safety Policy (S103) including acceptable use agreement, Child Protection and Safeguarding Policy (S100) and to the LA's guidance 'Schools System and Data Handling Policy'.

### British Values

The School will ensure in policy and practice that it adheres to the fundamental British Values as detailed in Ofsted Handbook for Inspection, which comes in force in September 2019. The fundamental British Values include valuing democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. The pupils will be taught to develop and demonstrate skills and attitudes that will allow them to participate fully in and contribute positively to life in modern Britain.

### Spiritual, Moral, Social and Cultural Development

Where possible, lessons, either through specific planning or ad-hoc opportunities, will promote the spiritual, moral, social and cultural development of pupils and their understanding of the role of society and their place within it. Through this approach, the school and specific subject teaching, aims to prepare pupils for the opportunities, responsibilities, experiences and challenges of their current and later lives.

**Changes are highlighted.**



# Consent form for photographs and receiving information

Child's Name:.....

Child's Date of Birth:

Date:

## Dear Parents/Carers

At Banstead Community Junior School, we take photographs and film pupils as part of our core activity of education. During your child's time at Banstead Community Junior School this occurs as part of normal teaching, learning, assessment and safeguarding procedures and as such we do not need your permission for these activities. **Your child will also have their photograph taken in Year three and again in Year five by the school Photographer for use in our School Management Database.**

However, we do seek your permission to take photographs of your child and use them in the ways described below. Please consider carefully the ramification of not granting permission before you decide.

**Please tick all the relevant boxes, sign each item below and return this form to school.**

I give consent for my child's photograph to be taken by the school photographer, Lightroom Photography for individual, group, class and whole school photographs.

YES  NO  Signed.....

I give my consent for photos and videos of my child to be used on the school website (name will be omitted).

YES  NO  Signed.....

I give my consent for photos and videos of my child to be used on the school's social media feed (Facebook, Twitter) (name will be omitted).

YES  NO  Signed.....

I give my consent for photos of my child with their name to be used in classroom, corridor and entrance displays.

YES  NO  Signed.....

I give my consent for photos and the name of my child to appear in local newspapers and magazines. Please note that some newspapers may require the child's full name and may store photographs for online use.

YES  NO  Signed.....

I give my consent for my child to be photographed and filmed by staff during school productions and events

YES  NO  Signed.....

**Please be aware that other parents may take photos and videos of their children and could include your own, as a school we are unable to prevent this but will always explain to parents that what they record is for personal use only and should not be published on social media.**

I give my consent for my child's image to be used for identification purposes should they have a specific educational, dietary or medical need which needs to be communicated to all staff for safeguarding purposes. (These photographs will be placed in a folder in the Staffroom and the school office).

YES  NO  Signed.....

I give my consent for my child's named image to be taken by the adult in charge on school trips or visits (The image would only be used in the event of an emergency and is shredded on return to school).

YES  NO  Signed.....

I give permission to participate in video conferencing. (Occasionally your child's class may talk to other children or an author for example, outside of the school under the supervision of their Class Teacher)

YES  NO  Signed.....

Please note: this form is valid for the period of time your child is on roll at Banstead Community Junior School. Where the consent is given for a specific reason e.g. a trip, medical condition etc. once this need ends the image will be destroyed by shredding.

## Email Consents

### PTA Consent

I give consent to receive PTA related correspondence while my child is at the School

### External Clubs

I give consent to receive information regarding clubs run at the school by external suppliers

The school is required to keep you up to date with news and events that happen at the school, regardless of your selection above, you will still receive this information.

If you wish to make any changes, please email the school office at [office@cjs.org.uk](mailto:office@cjs.org.uk) or call the school on 01737 351788, and we will supply you with a new form. If you have any questions, please contact the school office.

### Why are we asking for your consent again?

You may be aware that new data protection rules came into effect from 25<sup>th</sup> May 2018. To ensure Banstead Community Junior School meets the new requirements, we need to obtain your consent under the new regulations to take and use photos of your child and to provide you with information of which may be of interest to you.

We really value using photos of your child to showcase what they do in school and demonstrate what school life is like to other stakeholders and the wider community, so we really appreciate you taking the time to give consent again.

Furthermore, it is hugely beneficial to be able to identify children with educational, dietary or medical needs to all staff, to safeguard and ensure their well-being.

Mr. S. Scott  
Headteacher

Parent or Carers signature: \_\_\_\_\_

Date: \_\_\_\_\_

Relationship to named child: \_\_\_\_\_