

Inglehurst Junior
School
Photography
Policy

Policy on Photography

Rationale

The word photography is used in this policy to include traditional photographs and digital images of any kind, still or moving.

For many years photography has contributed both profoundly and superficially to our culture. It plays a significant role in commerce, entertainment and communication; it is commonplace in our homes and it is an important element of school life.

At Inglehurst Junior School we feel it is vital that achievements are recognised and that pupils feel valued, proud and happy. Photography is a useful tool within school and it is employed routinely in many ways, for example record keeping, displays, teachers' lessons and the children's own work. On occasions photographs are also used for the press and other promotional purposes.

We are, however, sensitive to the wishes and rights of parents who may not want their children to be photographed and who may have concerns about the uses of such images.

This policy has been written with reference to the Human Rights Act 1998 and in line with the Health & Safety Bulletin no 42 August 2010.

Taking Photographs and Video

All parents are asked to give their consent for photography of their child by completing a permission slip that is held on file. A register is kept of children who must not be included in team photographs, videos of the Christmas nativity play, records of class trips, or any other photographic image, moving or still.

Photographs will not be taken of children when they are vulnerable – upset, hurt or in a state of undress.

All reasonable measures will be taken to ensure that no child is photographed or videoed by a visitor to school or while on an educational visit outside school. The exception to this may be photographs taken by parents at events such as concerts or Christmas services and for newspapers and the media (and which may be accompanied by children's names).

Parents are always advised of a visit from a commercial photographer.

Use and Storage of Photographs and Video

Photographs and videos are held for reference on the school's server. Only staff members have access to the photographs and videos on the server. All photographs and videos taken as records of events or for educational purposes may be displayed around the school. They are then archived after use.

Photographs and videos are not exchanged with anyone outside school, or removed for private use by any employee or volunteer.

Website

Photographs of children are used minimally and anonymously on our website. Parents reserve the right to have any photograph of their child removed. Children whose parents have not given permission for photographs and videos of their child to be used will not be put on the website.

Review

This policy will be reviewed each year.

Signed.....Chair of Governors

SignedHeadteacher

Review Date – Sept 2017

Consent Form for Photography and Images of Children

Dear Parent or Carer

During your child's life at Inglehurst Junior School we may wish to take photographs of activities in which he or she is involved. The photographs may be used in school (for displays, assessment, our prospectus and web-site), by the Local Authority or by local newspapers.

Photography or filming will only take place with the permission of the head teacher, and under appropriate supervision. When filming or photography is carried out by the news media, children will not be named and home addresses will never be given out unless we have permission from the Parent or Carer. **Images that might cause embarrassment or distress will not be used.**

Before taking any photographs of your child, we need your permission. Please **answer the questions below, sign and date the form and return it to school.** You can ask to see images of your child held by school. You may withdraw your consent at any time. If you withdraw your consent you must inform the school in writing.

If you wish to attend school functions and take photographs of your and other people's children please take appropriate images, be sensitive to other people and try not to interrupt or disrupt concerts, performances and events. Photographs taken on these occasions are not deemed to contravene the DPA (Data Protection Act 1998). Please be clear that any photographs or videos taken must be for home use only and that images/names of any children/pupils who appear should not be given to a third party – including posting on internet sites of any description.

Name of Child (Block Capitals)		
Child's Date of Birth		
Name of Person Responsible for Child		
I understand that: <ul style="list-style-type: none"> • The school and local media may take images of activities that show the school and children in a positive light. • Photographers acting on behalf of the school may take images for use in displays, in publications or on a website. • Embarrassing or distressing images will not be used. • The images will not be associated with distressing or sensitive issues. • The school will regularly review and delete unwanted material. 		
Having read the above statement do you give your consent for photographs and other mages to be taken and used? (please tick the appropriate box)	<input type="checkbox"/>	Yes , I give permission for pictures to be taken and used
	<input type="checkbox"/>	No , I do not give permission for pictures and photos to be used
I confirm that any photographic or video images I as a parent or carer might take at school will only be used for personal use and will not be used inappropriately		
Signature of person responsible for the child		
Relationship to the child		
Date		