

PHOTOGRAPHING AND FILMING OF PUPILS POLICY

NEWBRIDGE ON WYE CHURCH IN WALES PRIMARY SCHOOL

Introduction

1. Photographing or video filming of children is part of everyday life and these images may form treasured possessions for the family and for the child in later life. They may also form a valuable part of school records in showing the progress and achievement of individual pupils and of the School as a whole. At the same time, both the School and parents/carers must take into account pupils' right to respect for private and family life and relevant child and data protection issues. This Policy outlines the ways in which the School manages the photographing and filming of pupils, with the purpose of achieving an appropriate balance between these different factors.

2. There are five general circumstances in which photographs or film of pupils at School may be taken or published:

- (a) During School activities eg for inclusion in portfolios of work
- (b) Use on the school website or for school committee identification
- (c) Professional Year or Group photographs
- (d) Professional photographs for use in the press.
- (e) By parents or others during school events such as the School Sports Day or School Concert

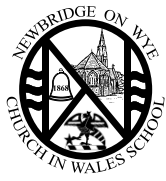
Parental Consent

2. On admission of a pupil to the School, their parent/carer will be invited to sign a form consenting to the pupil being photographed or filmed at School. They are then invited to sign a further consent to pictures of the pupil being published on the School website or in the Press. Most parents or carers consent to both. Unless the parent/carer subsequently notifies the School that consent is withdrawn, it will be assumed that the consent continues in force while the pupil is at the School, on the basis that the School will, so far as reasonably practicable, continue to follow the procedures in this Policy

3. The Head Teacher maintains a list of pupils for whom no consent has been given for photographs or filming and is responsible for keeping staff informed of the identity of such pupils. The Head Teacher is also responsible for keeping staff informed of any pupils who may be photographed or filmed, but whose images are not to be used on the School website or in the Press.

4, It is the intention of the School that pupils for whom no consent has been given will be excluded from group photographs. There may however be group photographs in which some pupils are not readily identifiable and the School may on occasion use such photographs.

5. Parental consent is given in the expectation that the School will not permit inappropriate images of pupils, for instance a photo when clothing is out of place. Staff will take care to observe this rule. If an inappropriate image is taken, it will not be published or otherwise used and the member of staff concerned will report the incident to the Head Teacher who will ensure that the image is deleted or otherwise destroyed.



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6. Images of pupils taken by the School will be stored securely on the School system (see paragraphs 26-28 of this Policy).

7. Unless otherwise indicated, subsequent references to “pupils” means pupils for whom there are consents for photography / filming at school and for publication of the images on the school website and in the Press

Mobile Phone Photography

8. Children are not permitted to bring mobile phones into school or to use them at school. If they bring them in, they must give them to their Class Teacher, to be returned just before they leave for home at the end of the day. One reason for the ban is the difficulty in controlling photography by mobile phone.

9. Staff as a rule leave their mobile phones in the staff cloakroom and do not take them into class or use them for photography. Staff in charge of a school trip take their mobile phones with them for use in case of emergency.

10. Parents and relations of pupils routinely bring mobile phones to school events and use them and it is impracticable to prevent this. Photography or filming of children at such events is discussed at paragraphs 19-23 below.

Staff or students are not permitted to take photographs of pupils for their private use unless they are related to the pupil.

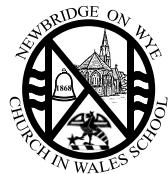
Photographing during School Activities

11. Staff use digital photography and video to record pupils' activities and achievements either individually or in a group. They may also instruct and supervise pupils in taking pictures or video. Such images may be discussed in class and subsequently used as part of individual pupil records, class records, portfolios of work and evidence for audits and inspections. They may also be collected and referred to as evidence in self-evaluations required of the School such as those for Estyn inspection or Powys County Council or NQA audit.

12. All pictures / film taken in these circumstances will be appropriate and will show children properly clothed for the activity in which they are taking part. Photography (whether by staff, parents or others) is not permitted in changing rooms or backstage in school productions.

Publication on the School Website or Committee Boards

13. The School may publish images of pupils on the School website or in the Prospectus, but if it does so it will not include the name of any pupil with the image or any accompanying written information from which the pupil can be identified.



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14. The School has a number of pupil committees (such as the School Council) and it is helpful for other children to be able to identify the members of such committees. The School therefore displays within the School building photographs of current members of some committees identifying them by name. Such photographs are removed when the pupil leaves the School or otherwise ceases to be a member of the relevant committee.

Professional Year or Group Photographs

15. The School from time to time arranges for pupils to be photographed at the School by a professional photographer if the parent/carer wishes. The taking and subsequent secure retention of such photographs are the responsibility of the photographer and not of the School.

Professional Photographs for Use in the Press

16. The School from time to time invites a professional photographer to take images of pupils during school activities with a view to publication in the Press of an appropriate piece about the School. Such pieces are usually popular with the families concerned, but would be unacceptably dull without accompanying photographs. It is customary for the Press to publish the photograph with a caption giving the names of pupils, the name of the School and the activity undertaken. The secure retention and subsequent use of the images are the responsibility of the photographer or newspaper and not of the School.

17. The School may display on its internal noticeboards a copy of any photograph and caption subsequently published in the Press.

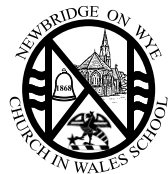
18. The School (and the Welsh Government) currently accepts the press practice of publishing names and photographs of participating pupils, but the School will keep it under review. On a pupil's entry to the School, the School asks parents/carers for consent to publication of images of the pupil in the Press. Such consent gives authority for the School to inform the Press of the identity of the pupil if included in a photograph. The School will withdraw from press photograph events pupils for whom no such consent has been given.

Photography by Parents and Others during School Events

19. The School may photograph or film events for school purposes and will follow this Policy when doing so.

20. It is not practicable to prevent people from bringing cameras (and in particular mobile phones) to school events such as a concert or sports day and using them.

21. By announcement at the beginning of the event, the monthly newsletter or similar means, the School will draw to the attention of parents and others



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that photography at school events should not interfere with or spoil enjoyment of the event and that the images should be for private family use only and must not be published on the internet

22. The responsibility for use and secure storage of images taken in these circumstances is that of the person taking the photograph or film, not that of the School.

23. If parents/carers do not wish their child to be photographed in these circumstances, they should discuss the matter in advance with the Head teacher. The School can ask those present at the event not to take photographs but it cannot enforce compliance. If this request is thought to be insufficient, it is for the parent/carer (not the School) to decide whether the pupil should be withdrawn from performance at the School event.

CCTV Images

24. The School operates a CCTV system to deter unauthorised entry or damage to the School building out of school hours and to evidence any such incident. Images generated by the system are not intended or expected to include pupils and are securely preserved for a limited time unless required as evidence of an incident.

Data Security

25. Digital images of pupils preserved by the School for the purposes set out above are personal data and recorded information held by a public authority and are therefore protected under the Data Protection Act 1998. The Head Teacher is responsible for data security at the School.

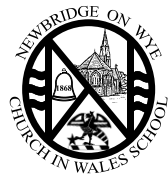
26. The data will be kept securely on the School system. Very occasionally data concerning individual pupils may be temporarily stored on a teacher's laptop and taken home for a limited time in order to complete necessary work concerning the pupil.

27. Images with information identifying a child will not be sent electronically except for official purposes and then either encrypted or to an email address known to be password protected.

28. For further details of the School's data security systems and procedures, see the School E-Safety Policy.

Equality

29. In implementing and reviewing this and related policies, the School will avoid unlawful discrimination and will seek to apply the policies consistently to all pupils, parent/carers, staff and visitors irrespective of age, disability, race or



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ethnic background, gender (sex), gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, or sexual orientation.

The School will comply with all relevant equalities legislation and will promote equality in all aspects of school life.

30. Lack of parental consent for photographing or filming a pupil may restrict the School's ability to provide equality of opportunity and to treat a member of a protected group within the Equality Act 2010 equally with other people.

Monitoring and Review

31. The Head Teacher will monitor this policy and report to the Governing Body any issues arising from it and any lessons learned. The Governing Body will review this Policy at least every two years.

Adopted by the Governing Body 24 September 2013

Revised May 2017 to take account of the PCC Social Media and E-Safety (Staff) Policy

Signed

A handwritten signature in black ink, appearing to read 'H.A. Nixon', written over a horizontal line.

(H.A. Nixon) Head Teacher

A handwritten signature in black ink, appearing to read 'D.J. Gibson-Watt', written over a horizontal line.

(D.J. Gibson-Watt) Chair

Review every January