



**St. Mary  
Magdalene**  
*C of E Primary School*

Love to learn, learn to love

## **School Photography Policy (Including use of Photographs and Images)**

### **Responsibility**

Responsibility for deciding upon the school policy with regard to the taking of photographs and digital images and the use of such images rests with the Governing Body. Any such policy should reflect Department for Education and Local Authority guidelines but schools are free to decide on the content of the policy. All relevant advice should be communicated to parents.

### **Rationale**

The taking of photographs in school is an increasingly complicated and sensitive area as technology has now made it much easier for pictures and images to be used and distributed inappropriately, both as printed material or as a web image. It is therefore, important that schools take practical steps to ensure that pictures and images taken on school premises or at school events are done so in a way that reflects the protective ethos of the school. In order to ensure that as far as possible the use of photography and video is used safely in school the advice provided below should be followed.

**For ease of reference the following “school” photography definitions are provided:**

#### **School curriculum / internal use**

Photographs/digital images taken for curricular use, displays, workbooks, school trips, notice boards, school events and/or assessment purposes.

#### **School Publicity photography**

Photographs/digital images used to help promote and publicise the success of the school through newsletters or the website. This may also involve outside agencies such as the local press

**School Website photography**

Photographs/digital images used to celebrate individual, class and/or team success or highlight good practice within the school. Wherever possible, photographs of children are used sparingly and anonymously.

**School Photographer**

Class and individual/family school photographs taken by a reputable commercial photographer and sold to parents. These are taken on two occasions per year.

**Parental Photography such as School Concerts, Productions, Sports Days and Assemblies**

**Parents/Visitors are reminded that taking of photographs is permitted for personal use only. At the start of all events in school or church parents are reminded verbally at the start that images taken are for personal use only, and not to be used on the web/social media sites.**

**For less formal events a signing in sheet shall be used to monitor the visitors and a reminder is posted at the top of the sheet for adults to agree to abide by the school's policy.**

**Parental Consent**

At the start of a child's time in school, parents are asked to complete a consent form which includes use of photographs and digital images. (See form C1)

**The Legal Position**

It is not illegal for photographs of children to be taken in school but it is sensible to comply with all current recommendations and/or good practice recognition since photographs and video images may be classed as personal data under the terms of the General Data Protection Regulation 2018. Therefore, using such images for school publicity or other purposes requires the consent of the parent or legal guardian. At St Mary Magdalene we will only use photographs/images on our website or in school with the consent of parents and no names are used.

**Use and Storage of Photographs and Video Images**

Photographs taken as records of events or for educational purposes may be displayed around school on display boards and/or in evidence files and are then archived after use. Photographs are not exchanged with anyone outside school or held for private use. Staff are only permitted to take photographs and/or digital images of children in "school or educational provision settings" and may only use school approved and purchased cameras or recording equipment. (Appendix A)

**School Website Images**

The school website supports communication with parents and pupils and helps to promote and publicise the success of the school. Pupil's school work is sometimes displayed on the website and can occasionally include photographs of children engaged in curriculum or enrichment activities. These will only contain images of those children whose parents have given written consent.

**Monitoring and Evaluation**

St Mary Magdalene CE Primary School has a duty of care and responsibility towards pupils, parents and staff and the care, safety and privacy of the individual is the key feature of this policy. The policy will be reviewed as part of the schools monitoring cycle. Staff training shall be given in relation to this policy.

**St Mary Magdalene C of E Primary School**

Dear Parent/Guardian

Re: Consent Form – Photographic and Digital Images of Children

Occasionally, we may take photographs of the children in our school or setting. We may use these images in printed publications we produce, on our web site or on display/notice boards.

If the school use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption, unless we have your agreement.

**As the child's parents/guardian, we agree that if we take photographs or video recordings of our child/ren which include other pupils, we will use these for personal and family use only. I/we understand that where consent has not been obtained from the other parents for any other use, you would be in breach of the General Data Protection Regulation 2018. if you used the recordings for any wider purpose. (e.g. If they were put on Face Book, YouTube)**

From time to time, our school may be visited by the media who will take photographs to help celebrate the success of our school and our children. This normally includes publication in the local media.

The full version of our policy is available on the school web site.

**This consent will run for the whole of your child's time in our school, unless you notify us otherwise.**

**The consent will automatically expire after this time. It is your responsibility to let us know if you want to withdraw or change your agreement in writing at any time. (see C1 consent form – Appendix 1)**



## St Mary Magdalene C of E Primary School Consent Form

C1

This consent form will run for the whole of your child’s time in our school, unless you notify us otherwise, and operates within the Christian ethos of the school.

Child’s Name.....

Class.....

### 1. Home/School Agreement – Rights and Responsibilities

I confirm that I have read and agree to abide by the enclosed agreement.

Signed.....

### 2. Internet Access

I understand that my child will use the internet at school. I understand that the school will take all reasonable precautions to ensure that my child does not gain access to inappropriate material. I understand that children will be accountable for their own actions.

**I have read and discussed the Acceptable Use Policy with my child**

Signed.....

### 3. Using Images of Children

I give permission for my child to be photographed or filmed taking part in school activities. I give permission to use my child’s image for display within school and on the schools website.

Signed.....

Please continue overleaf

### 4. Attendance Policy

I confirm that I have received, read, understood and agree with the Attendance Policy.

Signed.....

**5. Medical Emergency**

In the event of a medical emergency or serious accident that requires immediate medical attention whilst attending school, I understand that staff will endeavour to contact me as soon as possible. If contact cannot be made or time does not allow, I give my consent for staff to seek medical advice and treatment for my child, if medically deemed necessary. This may involve travel in private transport in the case of an emergency.

Signed.....

Date.....

Information provided on this sheet will be processed in accordance with the requirements of the General Data Protection Regulation 2018. For more information on how we use your data, please see our Privacy Notice on our website [www.st-marymagdalene.sandwell.sch.u](http://www.st-marymagdalene.sandwell.sch.u)