

## Penwortham Primary School

### Photography and Videos – Procedures and Guidelines 2015

*(See also Safeguarding Policies / Staff Code of Conduct)*

Working with pupils may involve the taking and recording of images. Any such work will take place with due regard to the law and the need to safeguard the privacy, dignity, safety and wellbeing of pupils.

Informed written consent from parents or carers and agreement, where practicably possible, from the child or young person, will be sought before an image is taken or recorded for any purpose. The school's consent form and parental declaration is attached to this document.

Careful consideration will be given as to how activities involving the taking of images are organised and undertaken. Care will be taken to ensure that all parties understand the implications of the image being taken especially if it is to be used for any publicity purposes or published in the media or on the Internet.

Images/video taken will then either be:

- Permanently deleted from the device they were taken on as soon as practically possible.
- Transferred onto the school's curriculum network. Images will be saved into the 'Software drive', with the 'Media' folder. This drive is accessible to staff passwords only. At times teachers may copy images onto a drive that is accessible by pupils, to allow them to utilise the images in their work. On completion of the work unit, these files will be deleted. The school's ICT technician will check the network drives monthly and delete as required. The Headteacher will monitor that this arrangement is being correctly undertaken.
- Uploaded to the secure webspaces that is attached to the school's website. (with written consent only)

Images that are stored will be kept for up to three years after a cohort leaves the school, after which all will be deleted.

#### **Further guidance for staff members:**

- If the image/video is to be shared in any way, avoid naming any pupil within the image/video
- Ensure pupils understand why the images are being taken. Be clear about the purpose of the activity and about what will happen to the images when the activity is concluded. Staff members must remain sensitive to any child who appears uncomfortable, for whatever reason, about their image being taken/shared
- You must be able to justify any images of children within your possession
- Ensure pupils are appropriately dressed
- Only use equipment provided by the school or authorised directly by the Headteacher
- It is not appropriate for staff members to take photographs/video of children for their personal use.
- Immediately report any concerns about inappropriate/intrusive photographs found to the Designated Safeguarding Lead – Currently Mrs C Dykes
- Always check that the school has written parental permission to take/share/display images

**Penwortham Primary School**

**Photography and Videos – Consent form and**

		Yes	No
1	Are you happy for your child’s photograph to be displayed in school?		
2	Are you happy for your child’s photograph to be taken by the school’s photographer for purchase by parents?		
	a. An individual photograph		
	b. A class photo		
3	May we use your child’s photograph in any school printed promotional materials? (i.e brochures/flyers)		
4	May we record your child on video/webcam?		
5	May we use your child’s photograph on the school website?		
6	May we use a video of your child on the school website?		
7	Are you happy for your child’s photograph to appear in the media? (i.e newspapers, TV, external websites)		

1<sup>st</sup> Parent/Carers Name: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

2<sup>nd</sup> Parent/Carers Name: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

If you wish to change your choices please contact the school bursar, either in person, by telephone or via email : [bursar@penwortham-pri.lancs.sch.uk](mailto:bursar@penwortham-pri.lancs.sch.uk)

**As a school, we do not wish to stop parents photographing or videoing school events such as Sports Day, Concerts, Class Assemblies etc. but we must ensure it is understood that when these images/videos contain any other pupils, then are for personal use only. Any publication on websites, social media or elsewhere in the public domain would be in contravention of the Data Protection Act.**

**Parental Declaration**

I have read and understood that I cannot share or publish photographs/video taken in school that contain other pupils; any such material is for personal use only.

1<sup>st</sup> Parent/Carers Name: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

2<sup>nd</sup> Parent/Carers Name: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_