



ST. DUNSTAN'S

Responsible committee: Welfare &
Inclusion

**Taking photographs and recording film
images of children Policy**

Approved by Governing Body:
March 2024

Review Date: Annually (spring term)

Mission Statement

Our mission is to be a happy, caring and compassionate Catholic community where each child's gifts are developed to the full and the foundations for lifelong learning are laid down.

Everyone will be supported, nurtured and inspired to be the very best they can be and to persevere to overcome life's challenges.

With God's help, we will educate our children to live safely and responsibly, to care for His wonderful creation and to live their lives through the example of Jesus and the values of the Gospel.

Rationale

Generally, photographs of children for organisations, school and family use and usually for publication in the local press are a source of pleasure and pride for individuals and families and are to be welcomed. However, we live in an age in which technology has vastly increased the use and potential misuse of photographs and we have reviewed our policy in the light of this.

The safeguarding of the children at St Dunstan's is of utmost importance. This document sets out the School's policy on the taking of, and use of, photographic images of children in the school. It seeks to balance the celebration of the life of the school for which purpose those images are properly used and the rights of individuals not to be photographed.

Thus this Policy sets out to ensure that:

- individual rights are respected;
- photographs are only used for the purpose intended;
- school use of photographs is facilitated;
- personal family photography is allowed where possible;
- parents are given the opportunity to opt out;
- child protection is ensured.

Throughout this policy 'photography' refers to digital images, DVDs, film/videos and photographic prints or slides. 'In school' refers to all occasions whenever and wherever pupils are the responsibility of staff.

'Parent' refers to anyone with parental rights and responsibilities in relation to a pupil.

Permission

On entry to the school, parents will be asked, for each child, for their permission for photographs to be taken and used in accordance with this policy for the duration of their child's time at St. Dunstan's School. There is a consent form that parents are asked to complete which explains how and why the school would like to take photographs and how these photos would be used.

Parents have the right to withdraw this consent at any time and should write to the Executive Headteacher if they wish to do so. This is stated on the consent form.

Taking and Using images of children by staff, parents and third parties

By staff:

- Staff may take photographs of children at school or on school visits and events using school cameras or i-pads for the purpose of recording the life of the class; for use in class journals; for use in display; for use in assessment for learning; and for any other appropriate purpose related to the life of the school such as the school Twitter feed, PE activities both on and off school site.
- Where permission for a child to be photographed has been withheld, then every effort will be made to ensure that a breach of privacy is not made.
- Photographs should be securely stored and used only by those authorised.
- Photographs must be destroyed or deleted from databases once they are no longer required for the purpose for which they were taken. For example, a

photograph for identification purposes may endure for several years but should not be retained when replaced or expired.

- Photographs taken for publicity and promotional purposes should be retained for a maximum of two years. Photographs contributing to the history of the school, its pupils, activities or the community can be retained indefinitely.

By parents:

- Videeing is not allowed at school events.
- Parents accompanying a school trip must not take photographs except when asked to do so by a member of staff and then only using a school camera.
- When photography is allowed at school events, parents are expected to use their camera courteously. Parents who wish to take photographs will be asked to wait until a specific time as photography during performances, liturgies/collective worship or school trips is not permitted. Reasons for this may be:
 - For child protection or safeguarding reasons;
 - Because other parents have not given permission for their child to be photographed ;
 - So that everyone can enjoy the performance or activity without being hindered by cameras and screens in front of them;
 - So that children can see their parents' faces and feel proud;
 - Young children can get intimidated if faced with a sea of screens and tablets.
- Parents are not permitted to take photographs or to make a video recording covertly. If they do so, they may take photographs or film of children who do not have permission to be photographed/filmed. Staff may speak to any parent directly if they believe they are taking images contrary to the school's policy.
- Parents are not permitted to take photographs for anything other than their own personal use. Photographing other than for private use would require the consent of the other parents whose children's photographs may be captured. Without this consent the Data Protection Act 2018 would be breached. The consent form reminds parents of this fact.
- If parents are accompanied by a person the school does not recognise, the person will need to ask for permission from school staff before taking any photos.

Staff are expected to approach any adult taking photographs who they do not recognise.

By third parties:

- Parents should be made aware that, when class or group photographs are taken by a commercial agency, the photographer retains copyright. Parents must be given contact details of the agency used.
- From time to time, third parties may be invited by the Headteacher to cover school events or to highlight pupil successes and the photos used in school publications or the wider media. In such cases, only children whose parents have given permission should be photographed.
- Photographs of children used in publications outside the control of the school should not be named.