

# FRANCISCAN PRIMARY SCHOOL & CHILDREN'S CENTRE



## Photographic Images and School Events Policy

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*Our vision is to provide an education of the highest quality within the context and understanding of shared values; care, consideration, cooperation, honesty, responsibility, respect and openness. Overall as a school we endorse UN Convention on the Rights of the Child(CRC) and this is at the heart of our school ethos : rights and respect in all relationships, whether between children or children and adults. We aim to empower children to engage in collaborative decision making and develop positive relationships on all levels across the school community.*

### **Meeting your communication needs:**

We want to ensure that your communication needs are met, if you would like this information on audio type, in Braille, large print, any other format or interpreted in a language other than English, please contact Jo Gibbons (school office).

### **Purpose of policy**

This policy sets out how Franciscan Primary School will ensure the safety and welfare of children, young people and/or vulnerable adults in our care when making photos/images of them.

### **Policy Application**

Our policy applies to all staff, governors and volunteers working at the school as well as visitors.

### **Introduction**

Schools need and welcome publicity. Children's photographs add colour, life and interest to articles promoting school activities and initiatives. Making use of photographs for publicity materials and to promote the school in the press can increase pupil motivation and staff morale, and help parents and the local community identify and celebrate the school's achievements. However, photographs must be used in a responsible way (Appendix 1).

In May 2004, section 45 of the Sex Offences Act 2003 amended Section 1 of the Protection of Children Act 1978 by raising the age of a 'child' from 16 to 18. This means it is now an offence to 'take, make,

allow to take, distribute, show, possess with intent to distribute, or advertise indecent photos or pseudo photographs of children under the age of 18.

**Franciscan Primary School** recognises the need to respect children's and parents' rights of privacy and is aware of potential child protection issues.

#### **Images taking by parents, legal guardians or family members at a school event:**

- Parents, legal guardians, family members and friends can take images of their child and friends participating in school activities for family and personal use.
- Parents or legal guardians will be asked to sign an agreement that any images they take will not be used inappropriately. (Appendix 1)
- Photography and video filming will be limited to designated areas.
- The school will ensure that children are appropriately dressed.
- The school will ensure that children who should not be photographed for school publications, for example those whose parents/legal guardians have refused consent, are not included in any images appearing on the school website or prospectus.
- Use of cameras and other equipment will be monitored.
- If photography is not permitted due to safeguarding concerns beyond our control parents will be notified as soon as possible

#### **Images for school publications:**

- The school will only take and use images that are appropriate and are considered to not be open to misuse.
- If an image of a child is used, the child's name **will not** be published. If a name is published, **no image will be used** without specific consent.
- Children and their parents/legal guardians will be made aware of why their picture is being taken and how it will be used.
- The school will ensure that images of a single child with no surrounding context of what they are learning or doing will be avoided.
- Children and parents should be encouraged to recognise the value of group photographs or recordings of school events.
- The school recognises that images must not be used to cause distress, upset or embarrassment.
- The school will use photographs that represent the diversity of the children/young people participating.
- Images of children from the school will not be used to illustrate controversial subjects.

#### **Images for the school website:**

- School websites are part of the internet and are more easily accessible than paper based school publications. The school will make sure that only appropriate images are used. Image filenames will avoid using children's names.
- The storage of electronic images will be regularly reviewed by a senior member of staff.

#### **Webcams:**

- Webcams are a useful tool for learning. They can allow an individual or class to interact over the internet with others and support links between pupils in different schools, countries and cultures.
- A webcam will only be used in appropriate circumstances such as a normal class setting.
- Both children and teachers will be made aware of when a webcam is in use.

#### **CCTV:**

- The school may use CCTV in some areas of school property as a security measure.

- Cameras will only be used in appropriate areas and there will be/is clear signage indicating where it is in operation.

### **Children photographing one another:**

- Staff will supervise and maintain control over any photographing pupils do during on-school or off-site activities.
- Camera phones are less visible and can be used to bully or take inappropriate images. All phones brought onto the school site by pupils are to be left in the school office and collected at the end of the day.
- If it is found that cameras or camera phones have been misused, the school will follow the disciplinary procedures as outlined in our cyberbullying policy. In some cases it may be necessary for Franciscan Primary School to contact children's social care and/or the police.

Please note that images taken by the media are not covered by this policy and are subject to a separate set of regulations.

## **APPENDIX 1**

### **DATA PROTECTION GOOD PRACTICE NOTE TAKING PHOTOGRAPHS IN SCHOOLS**

In October 2007 the Information Commissioner's Office (ICO) published Good Practice Guidance aimed at Local Authorities and those working in schools, colleges and universities. It gave advice on taking photographs in educational institutions and whether doing so must comply with the Data Protection Act 1998.

#### **Recommended Good Practice**

The Data protection Act is unlikely to apply in many cases where photographs are taken in schools and other educational institutions. Fear of breaching the provisions of the Act should not be wrongly used to stop people taking photographs or videos which provide many with pleasure.

Where the Act does apply, a common sense approach suggests that if the photographer asks for permission to take a photograph, this will usually be enough to ensure compliance.

- Photos taken for official school use may be covered by the Act and pupils, students and parents/carers should be advised why they are being taken
- Photos taken purely for personal use are exempt from the Act

#### **Examples**

##### **Personal Use:**

- A parent takes a photograph of their child and some friends taking part in the school Sports Day to be put in the family photo album. These images are for personal use and the Data Protection Act does not apply.

##### **Official School Use**

- Photographs of students/pupils are taken for building passes. These images are likely to be stored electronically with other personal data and the terms of the Act will apply.
- A small group of pupils are being photographed during a science lesson and the photo is to be used in the school prospectus. This will be personal data but will not breach the Act as long as the

children and/or their parents/carer. guardians are aware this is happening and the context in which the photo will be used.

### Media Use

- A photograph is taken by a local newspaper of a school awards ceremony. As long as the school has agreed to this and the children and/or their parents/carers/guardians are aware that photographs of those attending may appear in the newspaper, this will not breach the Act.

The Data Protection Act should not be wrongly cited to stop people taking photographs or filming videos.

<b>This policy was developed at Franciscan Primary School and adopted January 2017</b>
<b>This policy will be reviewed January 2019</b>
<b>Headteacher's signature</b>
<b>Governor's signature</b> <i>K. Machean</i>

*January 2017*