



## St Anne (Stanley) Church of England Primary

### Taking Photographs/Videos Policy

#### **Rationale:**

St Anne's gives the highest importance to the safeguarding and welfare of children and staff. An important aspect of this is to ensure that any images or clips of our children are taken and used in an appropriate manner.

#### **Aim:**

To outline the school's protocol and procedures when taking photographs or recording films.

#### **Protocol & Procedures:**

At the beginning of the year, a letter will be sent home to every pupil asking for permission from their parent/carer for photographs and videos to be taken during school time.

Photographs and videos taken/recorded during school time by a St Anne's member of staff will only be used for the following reasons:

- To show good work and progression. This will be placed in either the pupil's book or EYFS profile.
- To put on the school blog/Twitter/Internet (Please Note, If a picture is placed on the school blog/twitter or the internet, the pupil's name will not appear next to or near the photograph).
- To put up on a display board around school.
- To act as evidence that a specific event took place. This will be kept in a subject leader or senior leader evidence file.
- To share at educational events with other schools or staff working within the education sector.
- To support staff with development of lessons. These will be watched back during coaching and mentoring sessions.
- To use on the school's administration computer system.
- To include in the school's prospectus.
- To use in the local paper if an event is being published.

#### **Child Protection Statements:**

In-line with other school policies such as: E-Safety, Data Protection, Child Protection & Safeguarding; staff are not permitted to take photographs or a video from a personal device or use any photography or film for a personal reason. Once the photograph or video has been used, it must be deleted from the device it was taken from.

Any photographs/video must not be taken in or around toilets or changing areas.

When a photograph/video is taken, the pupil must be appropriately dressed.

Photographs/videos cannot be taken or used if permission has not been granted.

#### **Parent/Carers/Visitors:**

During any school event (i.e. show, sports fair, trip, stay & play morning, assembly, fayre etc.) parents/carers/visitors are asked not to take photographs whilst the event is happening. However at the end of the event, children who do not have permission to appear on a photograph or film will be taken back to the classroom, so that parents/carers/visitors can take photographs of the remaining children.

If a parent/carer/visitor does take a photograph or record a film during an event, then they will be asked by the school to delete this from their device whilst still on school premises. Further action may be taken if a parent/carer/visitor refuses to follow this request, and the school feels that the safety of the children has been compromised.

### **Official Photography & Videoing**

Occasionally, the school will employ an official company to come and record a film or take photographs. If this occurs parent/carers will be informed prior to the event.

**Date of Policy Written:** September 2017

**Date of Renewal:** September 2019