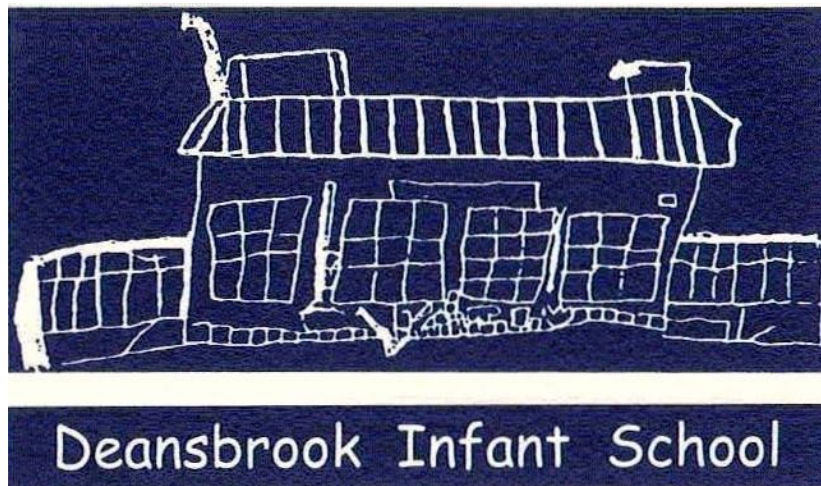


Deansbrook Infant School



Photography and Filming Policy

Reviewed and ratified by the Governing Body: February 2022

Review Date: February 2024

The purpose of this policy statement is to:

- protect children and young people who take part in Deansbrook Infant School services, events and activities, specifically those where photographs and videos may be taken
- set out the overarching principles that guide our approach to photographs/videos being taken of children and young people during our events and activities
- to ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people.
- This policy statement applies to all staff, volunteers and other adults associated with Deansbrook Infant School.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. Summaries of key legislation and guidance is available on NSPCC Learning:

online abuse legislation and guidance:

<https://learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse>

child protection legislation and guidance:

<https://learning.nspcc.org.uk/child-protection-system/england>

At Deansbrook Infant School we believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely.

We recognise that:

- sharing photographs and films of our activities can help us celebrate the successes and achievements of our children and young people, provide a record of our activities and raise awareness of our organisation
- the welfare of the children and young people taking part in our activities is paramount
- children, their parents and carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation
- consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used and stored, and are fully aware of the potential risks associated with the use and distribution of these images
- there are potential risks associated with sharing images of children online.

We will seek to keep children and young people safe by:

- always asking for written consent from parents or carers before taking and using a child's image
- always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images of children

- making it clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published
- Never using children's names on images used in our published material whenever possible
- never publishing personal information about individual children
- making sure children, their parents and carers understand how images of children will be securely stored and for how long

We will reduce the risk of images being copied and used inappropriately by:

- only using images of children in appropriate clothing
- avoiding full face and body shots of children taking part in activities such as swimming where there may be a heightened risk of images being misused
- using images that positively reflect young people's involvement in the activity.
- We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe.

Photography and/or filming for personal use

When parents, carers or spectators are taking photographs or filming at our events and the images are for personal use, we will announce details of our photography policy before the start of the event.

This includes:

- asking for photos taken during the event not to be shared on social media
- reminding children, parents and carers who they can talk to if they have any concerns about images being shared.

Photography and/or filming for Deansbrook Infant School's own use

We recognise that staff may use photography and filming as a teaching or assessment aid.

Photography and filming for this purpose will only be used in school for displays or as part of the children's recording of work.

Deansbrook Infant School does not permit staff and volunteers to using any personal equipment to take photos and recordings of children. Only cameras or devices belonging to the school should be used.

If we hire a photographer for one of our events, we will seek to keep children and young people safe by:

- providing the photographer with a clear brief about appropriate content and behaviour
- ensuring the photographer wears identification at all times
- informing children, their parents and carers that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared
- not allowing the photographer to have unsupervised access to children
- not allowing the photographer to carry out sessions outside the event or at a child's home

- reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.

Photography and/or filming for wider use (E.g. Barnet Dance Festival)

If the school invites people such as local journalists, professional photographers to record one of our events and share the images professionally or in the wider world, the school will should seek permission in advance from parents and carers.

They school would provide:

- the name of the organisation/person using the camera
- the reason for taking the images and/or what the images will be used for
- a declaration from the organisation/person stating that the information provided is valid and that the images will only be used for the reasons given.
- consent from the parents/carers of the children who are the intended subjects of the images and inform the photographer of anyone who does not give consent.
- At the event we will inform children, parents and carers that an external photographer is present and ensure the photographer is easily identifiable, for example by issuing them with a coloured identification badge.
- If the Deansbrook Infant School is concerned that someone unknown to them is using their sessions for photography or filming purposes, we will ask them to leave and (depending on the nature of the concerns) follow our child protection procedures.

If consent to take photographs is not given

If parents and/or carers do not consent to photographs being taken, we will respect their wishes. We will agree in advance how they would like to be identified so the photographer knows not to take pictures of them, and ensure this is done in a way that does not single out the child or make them feel isolated. We will never exclude a child from an activity because we do not have consent to take their photograph.

Storing images

We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law. We will keep electronic images in a protected folder with restricted access. Images will be stored in line with our data protection policy. We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones. Cameras and tablets are stored in the classroom lockers when not in use. Photos stored on camera memory cards and tablets are deleted at the end of each academic year.

Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures, including:

- Safeguarding and child protection policy
- Code of conduct for staff and volunteers.