



# **PEMBROKE HOUSE**



## **PHOTOGRAPHY AND VIDEO POLICY**

**A whole-school policy including the EYFS**



# Pembroke House Photography Policy

## 1. Introduction

The word photography is used in this policy to include traditional photographs and digital images of any kind, still or moving. It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used.

Photography and video are familiar features of life, playing a significant role in commerce, entertainment and communication; it is commonplace in our homes and it is an important element of school life.

At Pembroke we feel it is vital that achievements are recognised and that pupils feel valued, proud and happy. Photography is a useful tool within school and it is employed routinely in many ways, for example; record keeping, displays, special events, teachers' lessons and the children's own work.

On occasions photos are also used for the Press, school website, school facebook page and other promotional purposes.

Children will only be named in photographs that are displayed within the school. We will not provide children's full names for any other purpose unless special parental consent has been received.

We are, however, sensitive to the wishes and rights of parents who may not wish their children to be photographed and who may have concerns about the use of such images.

## 2. Taking Photographs and Video

- All parents are asked to give consent for photography of their child by completing a permission slip that is held on file.
- A register is kept of children who must not be included in press, website or any other photographic image, still or moving.
- All reasonable measures will be taken to ensure that no child on the register is photographed or videoed by a visitor to school or while on an educational visit outside school. The exception to this may be photographs taken by parents at events such as sport events, concerts and church services.
- From time to time we invite the Press into school to share special events and achievements within the local community. We will allow local newspapers to take photographs of children, when appropriate, provided that parental consent has been given.
- Some newspapers insist that children's names must be published with their photographs. If not, they may decline to cover school events. Therefore we will normally give the children's full names (but not addresses) to newspapers only if requested by them. That is why it is important for parents to tell us whether they have any objections.



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## 3. Images taken by school staff

- Staff might use school cameras and video equipment, or their personal phones when taking photographs. All school equipment must be handed in at the end of the day to the ICT office where it is locked away and the images are uploaded to the secure server and deleted from the device. All images on personal phones will be uploaded to the secure server and deleted from any personal devices.
- The printing of images is always carried out on the school premises.
- All images taken must be deemed suitable without putting the child in any compromising positions that could cause embarrassment or distress.
- Under no circumstances will a camera be allowed into the bathroom areas unless a member of the Senior Management team is present. And in those cases no children shall be in a state of undress or compromise. For example, if staff in the Early Years would like photos of the children washing their hands for hygiene posters a member of the Senior Management team must be present.
- Photographs taken as records of events or for educational purposes may be displayed around the school. They are then archived or shredded after use.
- Photographs used for evidence in the Early Years Learning Journeys will be handed to the parent at the end of the Reception year.
- Photographs are not exchanged with anyone outside school, or removed for private use by any employee or volunteer.

## 4. Images taken by adults other than school staff

When a commercial photographer/filmmaker is used we will;

- provide a clear brief
- issue Identification
- inform parents and children
- obtain consent
- not allow unsupervised access to children

## 5. Images taken by children

- Under no circumstances will pupils be allowed to bring to school or take on trips any electronic devices such as tablets, smartphones, smartwatches, laptop or other computer devices which have the capability to film videos or internet access.
- Should the school learn about any inappropriateness of image use involving our pupils or staff, we will immediately act and report it as we would for any other child protection issue.
- Infringement of this respect of privacy is akin to bullying and will be dealt with in the same way as any other breach of school discipline.