

**MARLBOROUGH PRIMARY SCHOOL
PHOTOGRAPHS AND VIDEOS POLICY
MARCH 2018**



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PRIMARY
SCHOOL**

Date of Policy Review:	Reviewer:	Date Ratified by Governors:	Date Shared with Staff:	Date of Next Review:
April 2018	D. Byron	March 2018	March 2018	March 2019

Article 16: Children have the right to privacy

Article 19: Children have the right to be protected from being hurt and mistreated, in body or in mind

Article 28: Children have a right to a good quality education

Article 29: Children have the right to an education which develops their interests, talents and abilities

Rights Respecting Schools

As a Rights-Respecting School, we use children's rights to underpin everything we do and learn. Our pupils explore the rights of every child and how to respect these. Rights are embedded across our curriculum and are linked to our 'Values'. Pupil Voice enables the children to become well rounded global citizens. Parents and the community are fully included on this journey and are encouraged to use the universal language at home.

Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy. All data will be handled in accordance with the school's Data Protection Policy.

Data Audit for this Policy					
What?	Probable Content	Why?	Who?	Where?	When?
Recorded videos / images	Name D.O.B. Address Telephone	To support the progress and achievement of pupils To celebrate the achievement and progress of pupils with our school and wider community	All those accessing the school premises Accessible by HT, SBM and Site Supervision Team only	Secured electronically on the school network Published to the school website and social media sites	Electronic records stored within school are deleted within 2 months of children leaving the school.

As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level of Data Compliance Requirements
✓		





1. Introduction

There are many occasions on which it is a good thing to make use of photographs and video images that include children. This is perfectly proper and to be encouraged. However, our school will do all it can to ensure that images are used properly and that risks are minimised and our children kept safe and secure, whether at school or elsewhere. The aim of this policy is to establish the right balance between the proper use of technology and the safety of our children at all times.

Under the terms of the Data Protection Act 2018, all photographs and video images of children and staff alike are classified as personal data. This means that no image can be used for display or for school publicity etc., unless consent is given by or on behalf of the individual concerned.

2. Parental permission

All parents and carers will be asked to sign an annual consent form allowing their child to be photographed or videoed while taking part in school activities, and for the image to be used within the school. This form will be given to the parents or guardians of all children in the school in each successive year. This consent will allow the school to take pictures of pupils engaged in educational activities such as sports events, drama productions, field trips, etc., and to use these pictures internally. Where parents or carers do not give their consent, then the children concerned will not have pictures taken of them.

All pictures taken will be appropriate, and will show children properly clothed for the activity they are engaged in. The school will do all it can to ensure that due sensitivity is shown in the choice and composition of these images.

3. School performances

We will allow video and photographic recordings of all school performances, as long as the parents or guardians of the children involved have given their consent.

The school will observe the way in which video recordings are made, and photographs taken during performances, and will withdraw the right of anyone to bring a camera of any sort if they are felt to be making inappropriate images. For example, photography is forbidden in changing rooms or backstage during school productions.

4. The Internet

Only appropriate images will be used on the school Internet and Social Media sites, and children will not be identified by their full name or address.

5. Mobile phones

Only children in Years 5 and 6 who the school has a record of parental permission to walk to and from school unaccompanied are allowed to attend school with their mobile phone. These are handed to the adult registering the class at the beginning of the school day so that they can be locked away securely. Children are then responsible for collecting their phone at the end of each before leaving school premises. *Refer also to Mobile Phones in School Policy.*

Adults may bring mobile phones, but must not use them to take pictures of children.

6. Use of digital cameras

There are many ways in which the use of digital images is valuable for children's learning. For example, they may be used in art work or geography or science fieldwork.

Images will be made only as appropriate for school-related activities.

Children will be taught how to take pictures, but we will discourage them from taking pictures of each other, and they will be supervised by an adult when they have access to a digital camera.

As soon as images have been used for their intended purpose (e.g. illustrating a good football pass), they will be deleted. The school will not store digital images any longer than is necessary for it to be used within the school.

7. Media publications

Sometimes, local or national media visit the school to follow up a news story. This is often to do with a notable achievement by a child or a group of children from the school. For example, the football team may have won a regional competition, or the school may have raised money for a charity whose representative wants to receive the donation in person. In this situation, where children's images might be made public, the school will inform parents and carers of the event in advance, and allow them to withdraw their child from the event if they so wish. Newspapers normally ask for the names of the children to go alongside the photographs; if parents or carers do not wish this to happen, then the school will not allow the individual to be photographed or filmed by the media concerned.

8. Monitoring

This policy will be monitored by the governing body and revised as appropriate, and not less than two years from the date of its adoption. Any incidents of concern relating to this policy will be referred to the Data Protection Officer, (DPO) and Chair of Governors by the Headteacher.