

St Peter's C of E Academy  
Photography in School Policy

As a church school, we believe that '**Giving children the keys to unlock their future**' will enable all pupils to flourish within our care and achieve their full potential. This is underpinned by the words of Jesus:

*"I will give you the keys to the kingdom of heaven." (Matthew 16:19)*  
*"I have come that they may have life, and have it to the full." (John 10:10)*

Note: the terms "photograph" and "image" encompass photographs and video.

## **Introduction**

The school recognises that images of staff, pupils and other members of the school community must not be used to illustrate anything that may be viewed as negative in tone, or that may cause offence, embarrassment or distress. The school divides images into four categories:

### **1. General in school photographs**

Photographs are often taken as an important part of the day to day life of the school. These images may be used as part of pupil class books, in school class displays, or if appropriate, in the school prospectus. These photographs help to provide pupils with lasting memories as they pass through school. This category includes annual class and individual photographs, and photographs of school visits etc.

The school will ask the parents of each pupil to give consent for these photographs to be taken when they enter the school. Parents are within their rights to refuse permission. A copy of the consent form will be included in the pupil's record.

### **2. Newspaper photographs**

These images are taken by a photographer from a reputable local or national publication. These images are used as a positive illustration of life in the school. The school will only publish first names of any child with these images.

The school can only be responsible for images taken on school premises; we cannot prohibit the media from taking pictures of any child involved in school activities outside the school premises (such as parades).

The school will ask the parents of each child to give consent for these photographs to be taken when they enter the school. Parents are within their rights to refuse permission, in which case the pupil will not be included in any group of children taking part in newspaper photographs. A copy of the consent form will be included in the pupil's record.

### **3. World Wide Web**

Photographs may be taken for use on the school's website. The school will only publish first names of any child with these images. The school will ask the parents of each child to give consent for these photographs to be taken when they enter the school. Parents are within their rights to refuse permission. A copy of the consent form will be included in the pupil's records

### **4. Specific in-school photographs**

Parents are permitted to photograph sports days, concerts and productions etc in which their child is taking part. The school will ensure that such occasions are positive, and do not provide cause for offence or embarrassment. The school will not accept responsibility for photographs taken by parents. Parents are expected to accept that if their children take part in such events, other parents could photograph them. Parents are responsible for ensuring that any images they take at school events must not be used inappropriately, for example, placing such images on a personal web site. Parents are requested not to post photographs onto social media websites.

### **Safeguarding pupils**

**Under no circumstances should staff be expected or allowed to use their personal equipment to take images of pupils at or on behalf of the school.**

Staff and volunteers *should*:

- Seek parental consent for photographs to be taken or published
- Only use school equipment
- Ensure that children are appropriately dressed
- Encourage children to tell us if they are worried about any photographs that are taken of them
- Only retain images when there is a clear and agreed purpose for doing so
- Store images in an appropriate secure place in the school in line with GDPR

Staff and volunteers *should not*:

- Take images in one to one situations
- Take images of pupils for their personal use
- Use personal equipment, including phones to photograph pupils.

At school events where parents are taking photographs of children, these are to be for personal use only and are not to be shared on social media.