



## Photography and Filming Policy

**Policy Originator: SLT**

**Review Period: 3 years**

**Next Review: Autumn 2024**

### **The purpose of this policy statement is to:**

- protect and safeguard children and young people who take part in Frimley Junior School's 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 Data Protection guidelines when creating, using and sharing images of children and young people

This policy statement applies to all staff, volunteers and other adults associated with Frimley Junior 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:**

- asking for written consent from a child and their parents or carers before taking and using a child's image (see Appendix 1). If we do not get a response from parents, we will assume permission is not given
- 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
- only using one piece of personal information (ie a photo or child's first name) - a photo is considered to be personal information

- making sure children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information)
- reducing 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 also develop a procedure for reporting the abuse or misuse of images of children as part of our child protection procedures. 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 children themselves, parents, carers or spectators are taking photographs or filming at our events and the images are for personal use, we will remind them about image sharing or announce details of our photography policy before the start of the event by:

- asking for photos taken during the event not to be shared on social media or asking people to gain permission from children, their parents and carers before sharing photographs and videos that include them
- recommending that people check the privacy settings of their social media account to understand who else will be able to view any images they share
- reminding children, parents and carers who they can talk to if they have any concerns about images being shared.

### **Photography and/or filming for Frimley Junior School's or The Prospect Trust's use**

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

### **If consent to take photographs is not given**

If children, 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 never store images of children on unencrypted portable equipment such as memory sticks and mobile phones. Frimley Junior School does not permit staff and volunteers to use any personal equipment to take photos and recordings of children. Only cameras or devices belonging to the school should be used.

### **Related policies and procedures**

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

- Child Protection and Safeguarding Policy
- Staff Behaviour (Code of Conduct)
- Online Safety Policy

## To be read in conjunction with the Photography and Filming Policy

We need written consent from a child and their parents or carers before taking and using a child's image. If we do not receive a response from parents, we will assume permission is not given.

<b>Photography: this form should be completed after reading the 'Photography and filming policy'</b>		
Are you happy for any photograph/video taken in school / at school events to be published (please circle as appropriate):		
In the media? (e.g. local newspaper)	<b>YES</b>	<b>NO</b>
On the school's Twitter feed? @frimleyjunior	<b>YES</b>	<b>NO</b>
On the school's Facebook page? @frimleyjunior	<b>YES</b>	<b>NO</b>
On the school's Instagram account? @frimleyjunior	<b>YES</b>	<b>NO</b>
On the school website?	<b>YES</b>	<b>NO</b>
In the school's letters/newsletters?	<b>YES</b>	<b>NO</b>
On the Prospect Trust's Twitter feed? @prospecttrust	<b>YES</b>	<b>NO</b>
On the Prospect Trust website or publications?	<b>YES</b>	<b>NO</b>
We do allow parents to take photos at school events e.g. concerts, sports events. However in accordance with the Data Protection Act 1998, parents must not post images including children other than their own, on social media or share them with the media e.g. newspapers, television.		
Signed:	Date:	
Name in block capitals:	Relationship to child:	