

Policy on the Taking and Use of Photographs and Other Electronic Media (including Video) in School and at School Events

Introduction

Photographs and Video for school and family use are a source of innocent pleasure and pride, which can enhance the self-esteem of children, young people and their families. Parents/carers are not required to comply with the Data Protection Act 1998 when taking photographs of their children for their own private use at an Organised Event.

However, Headteachers and Governing Bodies are required to safeguard the welfare of children in their schools. Images of pupils could be used by others to harm children, for example as a preliminary to 'grooming' or by displaying them inappropriately on the Internet.

The Governing Body has therefore devised this policy, which will apply to all forms of publication, including websites, print, film, video, DVD, and the Professional Media.

Consent forms

All parents/carers of pupils attending the school will be asked to sign a consent form granting permission for images to be published by the school, the Southwark Diocesan Board of Education and Wandsworth Borough Council in public places, including websites and also used for the purposes of staff training or pupil/student assessment, including entry to public examinations. This form is attached as Appendix A. If two parents/carers of the same child disagree over giving consent, the Headteacher will determine that consent has not been given.

CCTV

The school's Closed-Circuit Television (CCTV) system will be operated in accordance with the principles of Data Protection. Further information can be obtained from the Information Commissioner or at <https://ico.org.uk/>

Photography at School Functions and Events

The Headteacher will determine in advance whether an event is one at which photography and videoing will be permitted, and this will be communicated to parents/carers via the Invitation, the Tickets, and a Verbal Announcement prior to the commencement of the Event. The granting of permission for a child to participate in an event will indicate acceptance that he or she may be included in photographs taken by other parents/carers. The Headteacher's decision to allow photography and videoing will depend on a number of factors, including any Copyright and Performing Rights' Restrictions.

The guidelines below should be followed by all those attending a School Function or Event, whether on the School Premises or elsewhere:

- Parents/carers and others attend school events at the invitation of the Headteacher and Governors. The Headteacher's decision on whether or not photography and videoing is permitted is therefore final.
- Where permitted, photography and videoing should be as discreet as possible in order to ensure that there is no disruption to any Performance.
- Flash photography will generally not be permitted under any circumstances as it is likely to distract the performers. Where it is permitted, this will be made clear in the Verbal Announcement prior to the commencement of the event.
- It is not appropriate for children to be photographed or videoed while changing clothes or in any other state of undress.

Mobile Telephone Cameras

The same rules apply for cameras which form part of Mobile Telephones as for other photographic devices. These telephones can take and transmit images, and users must accept that any images captured must be for personal use only.