



# Cumnor C E Primary School

## Photography in School Policy

Agreed by Governors:

**June 2015**

V. CARR (Chair of Govs)

E. READ (Headteacher)

To be reviewed June 2018

This policy is issued to clarify the purposes of photographs in school and the constraints that apply to taking and using images of children.

### 1) Purpose

The school's policy on photography aims to:

- a) protect the right of parents to consent (or not) to their children being photographed for particular purposes at school and on school-led visits
- b) manage photography at school events and productions in order to avoid distraction to participants and audience
- c) ensure that there is no inappropriate use of any images

### 2) Consent

The school obtains general consent from parents through a question and tick-boxes on the standard Oxfordshire Admissions form. This enables parents to grant or withhold permission for photography for different purposes.

### 3) Curriculum use

Photographs taken for curriculum and assessment purposes may be used to illustrate and exemplify individual progress records; they may also be used within class record books or children's assessment folders. They can be used within displays of children's work and achievement in classrooms and around the school. Occasionally, these photographs may be shown to a wider invited audience; for example a parents' evening reviewing a proposed school visit may use photographs from the previous year or a similar trip.

Some curriculum photographs are used on our web-site to celebrate individual achievement and the work of the school. This is essentially public, and our policy on identification and the use of names is detailed in section 5. It is not always practical to notify parents of a child's image featuring on the web-site, particularly in the case of larger groups. Parents are therefore advised to review the site and alert us to any concerns.

### 4) Publication in press and outside the school

Where a curriculum photograph is being considered for publication or display outside the school we shall seek specific parental agreement before it is used.

## **5) Naming of pupils**

For curriculum purposes and for any display in school first names only will be used. Photographs of children published on the website will remain unnamed. Where photographs are to be published in public media, parents will be informed that the photographs are likely to be taken and the purposes behind the photography. Parental permission will be sought to have the photographs taken of their children. Full names may be used, but again we will always seek parental consent before publication.

## **6) Photography by parents and relatives at school events**

Photography by parents, relatives and other guests may be permitted at school events (eg concerts, assemblies, sports) subject to any conditions set out by the headteacher or his representative.

If photography is permitted, parents and guests should take care to avoid distracting pupils and audience and of diminishing the quality of the live performance for others. Any constraints imposed by school staff should be observed: restrictions may be due to copyright, concerns for child protection and to protect rights of individual privacy.

## **7) 'School Photographer'**

Class and individual or group photographs are regular school events. Parental permission is assumed unless we are notified in advance. Individual photographs are not re-sold to anyone other than the child's parents. Reputable commercial photographers are used and the law allows them to retain copyright of the photographs.

## **8) Photography by members of the public on off-site school visits**

Although school staff on visits will exercise due vigilance, we cannot guarantee that children engaged in school activities outside the school grounds will not feature in images taken by members of the public visiting the same locations.

## **9) Storage of images**

We aim to store images for no longer than is necessary and to delete images as soon as any printed copies required have been obtained or anticipated final use taken place. This means that some images may be retained for a period of time. Examples would include images used to produce a class year-book, or to illustrate a residential experience one year later. Images on our school web-site may remain online for some time.

## **10) Parental access**

Parents have complete access to any photographs of their children held by the school. Please request access via the school office. We may need up to 10 working days to action your request and the following should be borne in mind:

a) individual records, eg EYFS Learning Journals can usually be made available on the same day.

b) collation of group photographs and of photographs of school events can take longer.

### **11) Special cases**

In legal terms it is parents that consent to photography in school on behalf of their children. However, children's wishes and views will be respected so far as possible. In the event that any child is unhappy to have their photograph taken or used, school staff will normally comply. Occasionally, the interests of the larger group may take precedence. On any such rare occasion, the headteacher will be informed and will consult the pupils' parent.