



Hunnyhill Primary School

Date of Review	27 th March 2018
Next Review Due	March 2020
Staff Responsibility	Headteacher
Responsibility FGB/Committee	FGB
Signed by Chair of Governors	

Photography in School Policy

Aims

Hunnyhill Primary School aims to keep all children within its care safe. This includes raising awareness of potential danger through the taking of, and /or distributing of, photographs or moving images.

This policy will clarify the rules surrounding photography in school.

Photography by the School

When a child starts a Hunnyhill their parents/carers will be asked to sign a photograph consent form (Appendix A) indicating if they do or do not want their child to have their photograph taken. The decision made regarding the consent will be fully respected by the school. If parents/ carers wish to change the decision already made, for example give consent for the school to take their child's photo then they must put this request in writing.

Photography by Parents

Unless **specific permission** is given by a senior member of staff, and it is used in the presence of an agreed member of staff, the use of cameras, video cameras, mobile phone cameras or any other image capturing device on the school premises during school hours or when children are present by parents/carers, visitors or contractors is **not permitted**.

Parents/Carers are permitted to take photographs and recordings of **their** child during class assemblies and school productions in the school hall, but this is a privilege and not a right. Parents are made aware that the school places the responsibility of trust on them to not abuse this privilege. **Any** images which may show a child other than your own must **not** be shared on public networking sites to protect the privacy of our children. You may place a picture on public networking sites if the image contains **only** your child.

The school will not allow parents to set up social media groups which are **in any way** related to or can be associated with the school, such as class groups, even if they are closed groups, as pictures could be shared outside the group. Any social media groups which can be linked to the school will be asked to shut down.

Failure to recognise and comply with the rules for photography may result in the privilege being withdrawn for all parents.

Photography by Pupils

Pupils do not take cameras or other photographic devices on school trips. On some residential trips the school will take responsibility for producing pictures which parents can purchase.

Any phones /photographic devices brought into school by children must be left at the school office at the start of the day and retrieved at the end of the day.

Children may use school cameras during some lessons. These sessions will be supervised and images will be used for education purposes within the lesson and for displays in school.

Photography by Staff

Staff phones/ camera phones are allowed to be used in the staff room during break times and may be taken onto the field for emergency use only. If a member of staff needs to make a private call they will inform the senior member of staff present and a room will be found to make the call. They will not be used at any other time unless an emergency occurs. No images of pupils will be taken on personal image recording devices at any time. This is to ensure safeguarding of pupils and staff.

Permission will be asked of staff when they start at Hunnyhill regarding taking and publishing (website, displays and media) of their photographic image. (Appendix B)

Please see Hunnyhill's [Safeguarding & Child Protection Policies](#) for safeguarding contacts.



HUNNYHILL PRIMARY SCHOOL
WHERE ALL THE PIECES COME TOGETHER



Forest Road, Newport, Isle of Wight, PO30 5SH

Tel & Fax (01983) 522506 Email: office@hunnychillschool.co.uk

Headteacher: Mrs Lynda Evans

Appendix A

USE OF IMAGES OF CHILDREN CONSENT FORM

Child's Name:

Occasionally we may take photographs of children at our school. We may use these images in our school prospectus or in printed publications that we produce, as well as our website. We may also take photographs or videos for school to school conferences, monitoring or other educational use. From time to time our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Children will often appear in these images, which may appear in local or national newspapers or on televised news programmes and their social media (IOW Radio/Island Echo). To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child. Please choose one of the following options, then sign and date the form where shown.

Option 1: I support the use of my child's image in school and give consent for the use of photographs and video recordings in school.

☐

- Images to accompany your child's work
- Images to use in displays or on screens around school
- Photographs in the school prospectus or other literature about the school, including competitions and events
- Photographs in the local press, e.g. the County press newspaper, with accompanying name
- Photographs on the school website, including class blogs and our official school Facebook page
- Yours child's image may be recorded on video and/or webcam

Please note: Photographs/videos may also be taken by families at school events, plays, pantomimes, sports events etc and consequently may be shared with their families and friends. Whilst we advise families not to place images on sites such as Facebook as they do not have consent and there may be images of other children in the photograph/s, there will be times that this may occur. **The school trusts parents not to abuse this privilege, if this trust is violated the school will have no option than to remove this right for all parents to photograph or video their children.** Please see the school's Safeguarding Policy for full information of parent's photography in school.

Option 2: I do not support the use of photographs in school and under no circumstances allow photographs of my child to be taken.

☐

This form will supersede any previous instructions. Unless you inform the school otherwise, we will presume you are NOT happy for your child to be photographed.

Signed: Print:

Parent/Guardian

Date:



*COLLABORATION/TEAMWORK*CHALLENGE*RESILIENCE/DETERMINATION*INDEPENDENCE*RESPECT*CREATIVITY*

Hunnyhill Primary School

Conditions of Use for Photographic Consent

1. This form is valid for the time your child is at this school
2. The school will not use full names or addresses in any publication or on the website.
3. The school will not allow names to appear in any publication where an individual child could be readily identified. For example the First Class section of the IW County Press will have names in alphabetical order and not relate directly to the order of children in the photograph.
4. The Headteacher or a senior staff member will check photographs are suitable for display.
5. When the Headteacher gives permission parents/carers are permitted to take photographs and recordings of **their** child during class assemblies and school productions in the school hall, but this is a privilege and not a right. Parents are made aware that the school places the responsibility of trust on them to not abuse this privilege. **Any** images which may show a child other than your own must **not** be shared on public networking sites, including any closed groups, to protect the privacy of vulnerable children. You may place a picture on public networking sites if the image contains **only** your child.
6. **Please see the school's Photography in School Policy for full information of parent's photography in school.**
7. Signing this form implies acceptance of the above conditions.

Signed.....Parent/ Carer

Date.....



Hunnyhill Primary School

APPENDIX B

Consent Form for Photography: Staff

Dear Staff member,

During your time here at Hunnyhill we may wish to take photographs or videos of activities that involve you. These may be used for displays, publications such as our school prospectus, or on the school website.

Photography or filming will only take place with the permission of the Headteacher or another senior staff member. Some activities and events may also be covered by newspapers, radio stations or TV stations and may be displayed on their websites.

To comply with the Data Protection Act 1988 we need your permission before photographs are taken or recordings are made of you.

Please read the back of this form for the Conditions, fill in the form below and then sign overleaf in the space provided.

Name

Position in School.....

Address.....

Please circle your answer

May we use your photograph around the school
and in publications?

YES / NO

May we use your photo/recording on the school website?

YES / NO

May we allow newspapers/radio/TV to photograph and/or video
you (it may also appear on their website)?

YES / NO

May we use your name in external publications such as County Press?

YES / NO



Hunnyhill Primary School

Conditions of Use for Photographic Consent

1. This form is valid for the time you are at this school
2. The school will not use addresses in any publication or on the website.
3. The Headteacher or a senior staff member will check photographs are suitable for display.
4. When the Headteacher gives permission parents/carers are allowed to take photographs of their child only at school events. However they must not place the photographs on any social network sites or other public media as there may be images of other children in the photograph. The school trusts parents not to abuse this privilege. If this trust is violated the school will have no option than to remove this right for all parents to photograph or video their children. **Please be aware that it is possible you may be included in photographs taken by parents.**
5. Signing this form implies acceptance of the above conditions.

Signed..... Staff member

Date.....