

## **PHOTOGRAPHS IN SCHOOL**

Last review date: June 2020

Next review date: June 2021

### **Introduction**

#### **At Fosse Bank we adhere to the IAPS Guidance: Taking photos in schools**

Tapestry is used in EYFS with the express permission of the pupils parents. Fosse Bank is particularly sensitive to the use of cameras in Early Years.

Parents are asked on entry to the school if they give permission for photographs to be taken and used.

Images and information about children at our school are routinely used not only to allow parents an insight into the school life of their children, but for marketing purposes. These can include the school website, the local newspaper, local broadcasters and other relevant external media.

Images and information about children (and staff) published for purposes other than personal use can be classed as personal data under the Data Protection May 2018 although there are specific exemptions under the Act for journalism. Fosse Bank takes sensible steps to achieve relevant permissions and store this data securely.

The points that follow constitute guidance on the practice of taking photos in the school environment and their use.

1. Parental consent is sought for every child of whom photos are to be taken. The consent form should include specifics for the photos' use (For example, the school website, marketing literature, the school newsletter, to accompany local newspaper press releases etc). These options should be separated out, requiring a signature for each purpose, allowing parents to give permission for photos of their child to be taken and used for the school website but not for the local newspaper, for example. One of these options should also be for parents to give permission for their child's name to be printed or used in the same ways.
2. Whether parental consent must be given from both parents, particularly in the case of separated parents, will be a matter of school policy of which all such parents are aware. This should be consistent with other consents such as those required for, for example: school trips or vaccinations.
3. Any devices such as camera phones, digital cameras or camcorders that are used to take photos are either the property of the school, or registered with the school, for safeguarding and inspection purposes.
4. Schools should have clear rules for staff enshrined within a code of conduct or similar document. Staff should be advised that they must only take photographs of children on school equipment and that the images must be stored centrally and in accordance with school policy. Images must not be stored on the devices as far as possible.
5. It is advisable not to take photos of children in their swimwear or other states of undress.

6. There is a strict policy preventing children from taking photos of staff without their consent. There have been instances where pictures are taken without staff consent and are subsequently published by pupils on Twitter or Facebook, or simply distributed round the school. This can compromise employees' professional integrity even in innocent circumstances, and staff may also assert that their confidentiality has been breached. It is best practice to establish rules which govern a pupil's ability to take photos in school, and the photos' subsequent use.
7. Children's names, either first or full names are not used alongside their photographs unless express parental permission has been given. Even where permission has been given, it is practice to only do so where it would be inappropriate not to (for example, where a child in a photo has won an accolade or award and it would be pointless to display the photo if the details were not stated with it, or for local press releases where the newspaper in question requires a full caption).
8. Guidance issued from the Information Commissioner's office makes it clear that, under the Data Protection Act, schools can put pictures of individual pupils on school websites with consent. The Data Protection Act requires that schools take appropriate measures to keep data secure and prevent the unlawful processing of personal data but this is not the same as guaranteeing 100% security.

Fosse Bank takes reasonable steps to protect the abuse of photos as far as possible, which may include only using group shots on public facing parts of the website and regularly reviewing and updating photos.