

St Ambrose Barlow RC High School



Use of Photographs and Videos in School

September 2022

Person Responsible: Anna Goddard

Ratified by Governors:

Date of planned Review: September 2024



LOVE

A place of love where **everyone is welcome and respected.**

A family of faith where **everybody matters**; where we are **unique together**; where we plant the seed that will one day **flourish.**

A **community with Christ** at the centre where the dignity of each person is celebrated so that they can **embrace excellence.**

I AM RESPECTFUL
I AM KIND
I AM INSPIRING



LEARN

A place to learn that is **alive with inspiring experiences** and a curriculum rich in knowledge and wisdom.

A family of faith where together we **seek truth, celebrate endeavour and achievement.**

A community that **values curiosity and nurtures learning** into action in the service of others.

I AM READY
I AM CURIOUS
I AM BRILLIANT



LEAD

A place to lead where young people grow to become men and women for others, **creative and courageous, ambitious** for the higher gifts.

A family of faith where we serve with **integrity, hope and determination.**

A community that values justice for the most vulnerable so that all may have **life to the full.**

I AM CREATIVE
I AM BRAVE
I AM A PROBLEM SOLVER

The purpose of this policy is to set out the school's position in relation to use of photography and video in school by both staff and parents.

RATIONALE

We believe that parents have the right to record memorable moments within their pupils/student's school lives in photographs and/or video, where appropriate. In deciding whether or not it is appropriate to allow the use of photography and/or video it is important to ensure the protection of the pupils/students in our care. There are occasions where it would not be appropriate for photographs to be taken of pupils/students in school, for example, when swimming or getting changed before or after a performance. It is therefore important that there are clear guidelines for the taking of images. NB - The use of the word 'images' in this policy applies to both photography and video.

OPPORTUNITIES FOR PHOTOGRAPHY/VIDEOING

There are many times in the school year when photography is used, including:

- Performances and events (e.g. Christmas, sports day)
- 'Special days' (e.g. Creative Arts Week, activities days)
- School trips and outings
- Special occasions (school celebrations and parties)
- Professional individual and class/school photographs
- For the School Prospectus
- To display within the school
- For press releases
- For the school Learning Platform

THE USE OF IMAGES

There are different ways in which these images will be used, e.g.:

- Images taken and used personally by parents
- Images which may be displayed in and around the school
- Images which will be shared with others in the school community
- Images which are available to a wider audience

This policy intends to clarify arrangements for the use of images and consent required in each of these circumstances.

PARENTS USE OF IMAGES

When parents attend events and performances within school, they may take photographs of their children for their own use. Photography/videoing will not be permitted in areas where pupils/students are changing into costumes/PE kits etc.

USE OF IMAGES WITHIN SCHOOL

Parental permission will be sought through a consent form completed on admission, for the use of photographic/video images within the school. Such images will only be displayed inside the school building. It is important to note that this category includes professionally taken class and group photographs.

SHARING IMAGES WITH THE SCHOOL COMMUNITY

This includes images used within school publications such as school newsletters, to share information/ celebrations with parents of pupils/students in the school. Parental permission will be given through the consent form, for the use of images in these circumstances. Personal information, such as names, will not be included unless permission has been sought separately.

SHARING IMAGES WITH A WIDER AUDIENCE

Images placed on the school website and photographs used within the press will only be used where it is of benefit to the school, e.g. in demonstrating an aspect of the school which is most effectively displayed with pupils/students in the picture. Examples of this might be: publicising school successes such as winning an award; showcasing events such as performances; and for visits made to the school by 'VIPs' such as the local MP or celebrities. Parental permission for such images will be through the parental consent form unless personal information, such as pupil names, are to be used, in which case permission will be sought separately.

PARENTAL CONSENT

Parents of pupils/students attending the school will be asked to complete a consent form as their child starts. This consent will be valid until the pupil/student leaves Key Stage 4. Once consent has been received, the school will use images as permitted within this policy. No further consent will be sought by the school unless requesting permission to include a child's name, e.g. in a newspaper article. Parents of pupils/students joining Sixth Form will again be asked for consent to use images. Parents may change their consent options at any time by requesting a new form and completing it as appropriate.

RESPONSIBILITIES

Governors are responsible for the review of Local Authority guidance and advice to ensure that this policy remains appropriate. The Headteacher is responsible for ensuring that images are used as set out in this policy with appropriate consent from parents, providing reminders as stated. Parents are responsible for ensuring that images are used responsibly and are not published in the press without consent from the school. NB - The school does not accept liability for parents who do not adhere to such requests.

MONITORING

Staff and Governors will review this policy every two years, taking into account advice and guidelines provided by local or national Government. The Headteacher will monitor the implementation of this policy and will ensure that all staff are aware of its contents. Procedures set out within this policy will be maintained until the policy is reviewed. Any changes made to this policy will be communicated to parents as necessary.

'USE YOUR CAMERA AND VIDEO COURTEOUSLY' CODE

A guide for parents who wish to use photography and/or video at a school event. Generally photographs and videos for school and family use are a source of innocent pleasure and pride which can enhance self-esteem for pupils/students and their families. By following some simple guidelines we can proceed safely and with regard to the law:

- Remember that parents and carers attend school events at the invitation of the Head and Governors.
- The Head and Governors have the responsibility to decide if photography and videoing of school performances is permitted.
- The Head and Governors have the responsibility to decide the conditions that will apply in order that children are kept safe and that the performance is not disrupted and children and staff not distracted.
- Parents and carers can use photographs and videos taken at a school event for their own personal use only. Such photos and videos cannot be sold and must not be put on the web/internet due to existing Data Protection legislation, which in such circumstance is likely to be contravened.
- Recording or photographing other than for private use would require the consent of all the other parents whose children may be included in the images.
- Parents and carers must follow guidance from staff as to when photography and videoing is permitted and where to stand in order to minimise disruption to the activity.
- Parents and carers must not photograph or video children changing for performances or events.
- If you are accompanied or represented by people that school staff do not recognise they may need to check out who they are if they are using a camera or video recorder.



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#IAMONBOARD