

# POLICY ON USE OF PHOTOGRAPHY AND RECORDING



## YSGOL GYNRADD GATHOLIG PADARN SANT

Date Adopted: March 2023

Date of Review: March 2025

David Greaney, Chair of the Governing Body

Signed: *David Greaney*

## **Introduction**

The development of digital imaging technologies has created significant benefits to learning, allowing staff and learners instant use of images that they have recorded themselves or downloaded from the internet.

This document outlines the procedures for the safe use of photos and other electronic images of pupils at Ysgol Gatholig Padarn Sant.

## **Linked Policies**

This policy should be read in conjunction with the following policies:

- Acceptable Use Agreement
- Child Protection
- Data protection
- Complaints
- Freedom of Information
- Social Media Policy
- Mobile Device policy

## **Aims**

The photos in school policy is designed to:

- ensure that children are safeguarded with respect to photos and other electronic images taken in Ysgol Gatholig Padarn Sant or on school sponsored trips / outings / visits / etc.
- outline the procedure for staff and volunteers to follow when dealing with / handling photos of children.
- explain the procedure to parents / guardians of children at Ysgol Gatholig Padarn Sant

## **Legal Framework**

The data protection act 1998 is relevant: [Guide to Data Protection | ICO](#)

# Procedure for the safe use of photographs and electronic images

## 1. Introduction

Ysgol Gatholig Padarn Sant needs and welcomes positive publicity. Children's photographs add colour, life and interest to articles promoting school activities and initiatives. Making use of photographs in school publicity materials can increase pupil motivation and staff morale and help parents and the local community identify and celebrate the school's achievements.

However, photographs must be used in a responsible way. We need to respect young people's and parents' rights of privacy and be aware of potential child protection issues. As a school, we always aim to protect our children, but need to balance the potential risks against the advantages of promoting the school in a colourful and attractive way. Risks can be minimised by following the guidelines in this policy and in securing parental consent for the use of photographs by the school.

This document provides guidance on the appropriate use of images of children in our school. It covers still, video, and electronic photographic images wherever they are used. The guidance is for staff, parents/carers, governors to use images of children and young people in education.

We need to make full and proper use of photographic images whilst conforming to legal requirements and preserving the safety of children. Concerns focus on issues around rights of privacy, child protection and copyright ownership. These guidelines address these issues and give advice on good practice.

## 2. Typical Uses of Photographs in Ysgol Gatholig Padarn Sant

- Media use, including newspapers and television
- To show work activities in the pupils' book/ class book
- In Expressive Arts lessons: including dance and movement,
- Concerts, drama performances, including the use of photographic equipment by parents and carers for personal use only
- Sports days and sports fixtures, including the use of photographic equipment by parents and carers for personal use only
- Demonstration of PE skills in lessons (internal use only and excluding swimming lessons)
- Displays in the school of children's work activities
- Publications by Ysgol Gatholig Padarn Sant – school prospectus etc.
- The school website
- Staff training and professional development activities
- Publicity material
- Site security / CCTV videos
- Work being displayed at the Welsh Martyrs' Catholic Church, Penparcau and webcam in Welsh Martyrs' Catholic Church

- **3. Permissions**

General rules on using photographs of individual children:

- Parental consent must be obtained- parents will be asked to complete a consent form upon their child's admission to the school. This consent will be valid for the time the child attends the school.
- Once consent has been received, the school will use images as permitted within this policy. Parents may change their consent options at any time by requesting a new form and completing it as appropriate.
- Where the school has no record of receiving such a form, parental consent should be obtained each time the school is considering using their child's image.
- Full names of individual pupils will not be given in conjunction with their image without parental consent.
- We will not use images of a child who is subject to a court order.
- We will primarily use photographs of children as part of a group if placed on the website, with no names given.
- No personal details will be revealed in an image e.g., pupil name, address, age, or telephone number.
- Only images of children in suitable dress will be used – no swimwear or photographs of children whilst getting changed e.g., for PE. Under no circumstances will cameras of any kind be taken into the toilets.
- We will ensure images are stored securely, especially where electronic, and used only by those authorised to do so. File names given to electronic images of pupils will not identify the child.
- We will not re-use any photographs or recordings after your child leaves the school (unless permission has been specifically sought).
- Photographs are taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form or recording their progression in the Foundation Learning. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

#### **4. Data Protection**

Photographs and images of pupils and staff are classed as personal data under the Data Protection Act 1998. We will not use images of identifiable individuals for school publicity purposes without the consent of either the individual themselves, or in the case of pupils, their parent, guardian or carer.

#### **5. School Procedures**

When official use of photographs/ digital images is used, we ensure:

- photographs published on the website, or elsewhere that include learners will be selected carefully and will comply with good practice guidance on the use of such images.

- staff/volunteers must be aware of those learners whose images must not be taken/published.
- There exists an understanding that images should only be taken on school equipment by school staff. The personal equipment of staff should not be used for such purposes.
- there is a process for approval by senior leaders of photographs which are posted on social media and a clear process for the administration and monitoring of these accounts – involving at least two members of staff.
- there is an understood code of behaviour for users of the accounts.
- systems for reporting and dealing with abuse and misuse.
- understanding of how incidents may be dealt with under school disciplinary procedures and how any serious incidents of photograph misuse may be referred to the Governing Body, Local Authority or Police.

## **6. External Photographers**

- We will ensure any external photographers invited into school are clearly briefed on what is considered appropriate in terms of content and behaviour e.g., there will be no unsupervised access to children or one-to-one photo sessions at events.
- Identification will be worn at all times.
- Newspaper photographers may only take when on site: Acceptable Use of Photographs and Video Images Policy photos of children with permission from the school. If asked, the school will provide names and ages of children of children for publication in newspapers providing parental consent has been given. The consent form includes permission for newspaper photographs when photographs are taken to promote the school.

## **7. Parental / Carers' taking of photographs/ digital images for Personal Use**

- We believe that parents should be able to record memorable moments within their children's school lives in photographs and/or video, where appropriate.
- In deciding whether it is appropriate to allow the use of photography/video it is important to protect the children in our care. There are occasions when it would not be appropriate e.g., when swimming or getting changed before or after a school performance.
- Parents may take photographs/video of school events e.g., Christmas plays, sports days, activity days, school trips and outings. This applies to cameras, videos, and mobile phones.
- Upon registration at the setting, parents/carers sign consent for photographs to be taken for such purpose. Parents and relatives need to

be aware that such photographs are for personal use only and must not be circulated more widely than the family.

- With due regard to child protection advice and data protection legislation, photographs/video should not be placed on the internet.
- Parents must follow guidance from staff as to when during an activity, photography/videoing is permitted and where to stand in order to minimise disruption to the activity.

## **8. Child Protection Issues**

The school will follow the procedures noted above to reduce any risk to its pupils and ensure:

- care is taken when taking digital/video images that learners are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute
- learners will not take, use, share, publish or distribute images of others without their permission
- staff, parents/carers and learners need to be aware of the risks associated with publishing digital images on the internet
  - i) Images may provide avenues for online bullying to take place.
  - ii) Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term.
  - iii) Digital images on social media can be downloaded
- the school will aim to avoid using the names of pupils linked to photographs/ digital images as risks can occur when individual pupils can be identified in photographs so

If the School becomes aware of any issues in relation to the use of photographs / digital images and child protection, these will be treated as serious and dealt with as per the procedures outlined in the school's Child Protection Policy.

## **9. Monitoring of photographs / digital images**

- As part of active social media engagement, the school will pro-actively monitor the Internet for public postings about the school and the use of photographs
- When parents/carers express concerns about the school's use of photographs, we will urge them to make direct contact with the Headteacher, to resolve the matter. Where this cannot be resolved, parents/carers should be informed of the school complaints procedure

- Staff and volunteers are allowed to take digital/video images to support educational aims, but must follow school policies concerning the sharing, storage, distribution and publication of those images.
- When using digital images, staff should inform and educate learners about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet, e.g., on social networking sites

## **9. Livestreaming**

When the school needs to use live-streaming or video-conferencing, the governing body, headteacher and staff have full regard to national safeguarding guidance and local safeguarding policies.

### **Responsibilities**

Governors are responsible for the review of this policy to ensure that this policy remains appropriate.

The Headteacher is responsible for ensuring the images are used as set out in this policy with appropriate consent from parents.

Parents/ Carers are responsible for ensuring that images are used responsibly and are not published in the press without the permission of the school and not placed on the internet.

**N.B.** 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 all staff, volunteers and students are aware of its contents. Any changes made to this policy will be communicated to parents as necessary.

See Appendix 1 - Permission form.

Signed and dated electronically on the front cover of the policy.