



Photography Policy

Date of policy:	September 2009
Date last review adopted by governing body:	07/11/2017
Frequency of review:	3 yearly or earlier if needed

In this document, the term 'parents' is understood to mean 'parents and carers'.

The term 'photographed' covers any form of visual imaging, whether on film or in digital format.

1. The school's policy on photography aims to:
 - a) Protect the right of parents to consent to their children being photographed for particular purposes at school
 - b) Emphasise the school's protective ethos towards pupils in respect of potential inappropriate use of visual images of children
 - c) Avoid children being distracted by photographic activity during events
 - d) Enable all visitors at school productions to enjoy the event without the distraction of others taking photographs or videoing near them
 - e) Be compliant in time for the new GDPR act which comes into law June 2018
2. The school is not required to obtain general consent from parents to their child being photographed at school events, but parents do have the right to ask, in writing, for their own child not to be photographed. In such cases it may be necessary to withdraw the child from all or part of an activity in which he or she might be photographed. We would ask parents to consider very carefully the impact of such a decision on the child as we would not wish any pupil to feel that he or she was being excluded as a result of parental concern.
3. Where we intend images to be published, for example on a website, or in a publication or in the media, or displayed in a public place (including areas of the school to which visitors have access), we will always seek the explicit written consent of parents before doing so.
4. We normally avoid naming pupils where their pictures appear in a publication, though there are clearly instances where the pupils, parents and the school would wish to celebrate achievement and include the details of the contributing individuals. The media generally follow their own codes of practice to comply with data protection legislation and the naming of photographed individuals is acceptable providing the school authorities (the Headteacher and governing body) have no objections.
5. The above commitments apply to occasions where the school can exercise reasonable control of the situation. It is clearly not always possible to stipulate conditions for photography, for example in public places during school visits.
6. In fulfilling the above commitments, we may:

- a) ask parents and others to refrain from photography at events where we appoint an official photographer and make arrangements to supply copies of pictures to parents. We will give notice of this in invitations to the events.
- b) ask parents and others who wish to take photographs, where this is permitted, to do so from the rear of the audience, so that they do not impair the view of others. We will give notice of this in invitations; and we will
- c) respect the views of parents who ask for their child not to be photographed, whilst aiming to avoid giving the impression that the child is being excluded.

7. We will keep pictures for no longer than 3 years.

8. Where pictures are of historical interest, we may make them available to the Essex Record Office and will inform you accordingly.

9. If you wish to see any visual images of your child held by the School, please make your request to the school office. At busy times we may need up to 10 working days to action your request.

10. Staff must not use their mobile phones for taking visual images.

Equality statement

"The governors and staff are committed to providing the full range of opportunities for all pupils regardless of gender, disability, and ethnicity, social, cultural or religious background. All pupils have access to the curriculum and the right to a learning environment which dispels ignorance, prejudice or stereotyping."

Role of Governors

Governors determine, support, monitor and review the school policies. They support the use of appropriate teaching strategies by allocating resources effectively. They ensure that the building and equipment are safe. They monitor pupil attainment across the school and ensure that staff development and performance management promote good quality teaching.

Our school values

Following input from all stakeholders, the school has decided on these five core values which underpin everything we do as a school.

- Honesty
- Independence
- Politeness
- Inclusivity
- Perseverance