



# The Meadows

Primary School

**'Learning by Caring and Sharing'**

## Photograph Policy



We are in agreement with the guidance given by the Information Commissioners Office (ICO) that there is no law stopping parents from taking photographs of their children at school events as photographs taken purely for personal use are exempt from the Data Protection Act 1998.

We understand that photographs taken for official use and stored electronically with other personal data may be covered by the Data Protection Act 1998.

In circumstances where the Act does apply such as photographs for official school use we will take the advice of the ICO and take a common sense approach by informing and seeking the permission of pupils and their parents before any form of publication.

We will inform parents when the school has given permission for an official press photographer to take photographs during a school event which will then appear in the local press or in some other publication.

We believe this policy complies with the requirements of the Data Protection Act and also allows parents/carers to capture those precious moments when their children are taking part in school events. However, we still feel it courteous to seek the permission of parents/carers when we want to use images of their children in the school prospectus, on the school website or appear in printed educational publications.

We believe we have a duty to prevent the unauthorised taking and publication of images of school personnel.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

## **Aims**

- To provide a common sense approach to the taking of photographic and video images of children during school events.
- To comply with the requirements of the Data Protection Act 1998 and Human Rights Act 1998.
- To work with other schools to share good practice in order to improve this policy.

## Responsibility for the Policy and Procedure

### Role of the Governing Body

The Governing Body:

- has delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- will decide the conditions that apply to the taking of photographs at all school events in order that children are kept safe and that the performance is not disrupted and children and staff are not distracted;
- has a duty to prevent unauthorised taking and publication of images of school personnel;
- will protect the rights of school personnel by:
  - banning the use of mobile photographic phones by pupils in school;
  - where a parent takes a photograph of a member of the school personnel without that person's permission then we will request that the image is destroyed;
  - obtaining their permission to use their photographic image on the school website or in a school publication
- has responsibility for ensuring that the school complies with all equalities legislation;
- has nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- has responsibility for ensuring funding is in place to support this policy;
- has responsibility for ensuring this policy and all policies are maintained and updated regularly;
- has responsibility for ensuring all policies are made available to parents;
- has nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- has responsibility for the effective implementation, monitoring and evaluation of this policy

### Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- protect the rights of all children in the school;
- protect the rights of school personnel;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- report to the Governing Body on the success and development of this policy

## Role of School Personnel

The Governing Body acknowledges that:

- school personnel have the right not to have their photograph taken without their express consent;
- under Article 8 of the Convention – Human Rights Act 1998 that individuals have the 'right to respect for private and family life.' This right is infringed where images of employees are taken without their consent, and especially where these images are manipulated or published without their consent

School personnel will:

- comply with all aspects of this policy;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

## Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- review and agree to the User Agreement at the start of each academic year
- liaise with the school council;
- take part in questionnaires and surveys
- reviewing the effectiveness of this policy with the Governing Body

## Role of Parents

Parents/carers will be asked to complete the consent form so that images of their children may be used:

- in school displays
- in class photographs, which are sold and distributed by a professional company
- on the school website
- in the media
- appear in any printed educational publication

Parents will be reminded that photographs must not be put onto any social media platforms of any child not in their care.

Parents/carers will:

- be aware of and comply with this policy;
- keep the school informed of any issues surrounding the use of images
- be asked to take part in periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

## **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the school website
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

## **Training**

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

## **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

## **Monitoring the Effectiveness of the Policy**

The practical application of this policy will be reviewed every two years, or when the need arises by the coordinator, the Headteacher and the nominated governor.

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