

Three Counties Academy Trust



Photography and Images Policy

#SG9

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Common abbreviations and acronyms

AA	Admissions Authority	GPA	Government Procurement Arrangement
AAI	Adrenaline Auto-Injector (Epi Pen)	HASH	Herefordshire Association of Secondary Heads
ACM	Asbestos Containing Materials	HBV	Honour Based Violence
AFH	Academies Financial Handbook	HR	Human Resources
AHT	Assistant Headteacher	H&S	Health and Safety
AIR	Attendance Intervention Reviews	HoS	Head of School
APIs	Application Programme Interfaces	HSE	Health and Safety Executive
BAME	Black, Asian and Minority Ethnic Backgrounds	ICO	Information Commissioners Office
BCP	Business Continuity Plan	IHP	Individual Healthcare Plan
BFR	Budget Forecast Return	IRMS	Information and Records Management Society
CAMHS	Child and Adolescent Mental Health Services	IWF	Internet Watch Foundation
CEO	Chief Executive Officer	KCSIE	Keeping Children Safe in Education
CFO	Chief Financial Officer	KS1/2/3/4	Key Stage 1/2/3/4
CIF	Condition Improvement Fund	LAC	Looked After Child
CIN	Child in Need	LADO	Local Authority Designated Officer
CLA	Children Looked After	LGB	Local Governing Body
CMIE	Child Missing in Education	LLC	Low-Level Concerns

COO	Chief Operating Officer	LSA	Learning Support Assistants
COSHH	Control and Substances Hazardous to Health	MASH	Multi-Agency Safeguarding Hub
CP	Child Protection	MAT	Multi-Academy Trust
CPD	Continuing Professional Development	MFA	Multi-Factor Authentication
CSCS	Children's Social Care Services	MFL	Modern Foreign Language
CSE	Child Sexual Exploitation	NCSC's	National Cyber Security Centres
CTIRU	Counter-Terrorism Internet Referral Unit	NPQEL	National Professional Qualification in Executive Leadership
CWD	Children with Disabilities	PA	Persistent Absence
DBS	Disclosure and Barring Service	PAN	Published Admission Number
DDSL	Deputy Designated Safeguarding Lead	PECR	Privacy and Electronic Communications Regulations
DfE	Department for Education	PEP	Personal Education Plan
DHT	Deputy Headteacher	PEEP	Personal Emergency Evacuation Plan
DSE	Display Screen Equipment	PEx	Permanent Exclusion
DSL	Designated Safeguarding Lead	PLAC	Previously Looked After Child
DPO	Data Protection Officer	PP	Pupil Premium
EAL	English as an Additional Language	PSHE	Personal, Social and Health Education
ECT	Early Career Teacher	PSED	Public Sector Equality Duty

EHA	Early Help Assessment	PTFA	Parent, Teacher and Friends Association
EHCNA	Education, Health and Care Needs Assessment	RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
EHCP	Education, Health and Care Plan	RHE	Relationships and Health Education
EHE	Elective Home Education	RSHE	Relationships, Sex and Health Education
ELSA	Emotional, Literacy and Support Assistant	SALT	Speech and Language Therapist
ESFA	Education and Skills Funding Agency	SARC	Sexual Assault Referral Centre
EVC	Educational Visit Coordinator	SBM	School Business Manager
EWO	Education Welfare and Safeguarding Support Officer	SCCs	Standard Contractual Clauses
EYFS	Early Years Foundation Stage	SDQ	Strengths and Difficulties Questionnaire
FBV	Fundamental British Values	SEMH	Social, Emotional, and Mental Health
FGM	Female Genital Mutilation	SENCO	Special Educational Needs Coordinator
FOI	Freedom of Information	SEND	Special Educational Needs and Disabilities
FSM	Free School Meals	SLA's	Service Level Agreements
FTS	Find a Tender Service	STEM	Science, Technology, Engineering and Maths
GAG	General Annual Grant	TA	Teaching Assistant
GDPR	General Data Protection Regulation	TCAT	Three Counties Academy Trust
GIAS	Get Information about Schools	VSH	Virtual School Headteacher

Statement of intent

At Three Counties Academy Trust (TCAT), we use images and videos for a variety of purposes, including prospectuses, display boards, educational purposes, conferences and the TCAT and school websites. We understand that parents may also wish to take videos or photographs of their children participating in school events for personal use.

Whilst we recognise the benefits of photography and videos to our community, we also understand that these can have significant risks for those involved. Under the legal obligations of the UK GDPR and the Data Protection Act (DPA) 2018, TCAT and our schools have specific responsibilities in terms of how photographs and videos are taken, stored and retained.

TCAT has implemented a policy on the safe use of cameras and recording equipment by staff, pupils and parents to reflect the protective ethos of our Trust with regard to pupils' safety.

In order to ensure that, as far as possible, the use of photography and video is safe at all times, this policy should be followed. This policy is applicable to all forms of visual media, including film, print, video, DVD and websites.

NB. Where the term “parent” or “parents” is used this includes those who act as carers or have parental responsibility.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance and good practice including, but not limited to, the following:

- The Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- The Freedom of Information Act 2000
- Equality Act 2010
- Human Rights Act 1998
- Voyeurism (Offences) Act 2019
- DfE 'Keeping children safe in education'

Where legislation has been passed or updated during the shelf life of this policy, we will always apply the latest version available irrespective of the version quoted here.

This policy operates in conjunction with the following policies:

- Behaviour Policy
- Records Management Policy (F12)
- Staff ICT and Electronic Devices Policy (F116)
- Data Protection Policy (F120)
- Staff Code of Conduct (HR26)
- Child Protection and Safeguarding Policy and Procedures (SG1)
- Anti-Bullying Policy (SG19)
- Social Media Policy (SG24)
- Online Safety Policy (SG43)
- Pupils Personal Electronic Devices Policy (SG45)

Central TCAT policies have the policy number identified, e.g. "SG1". Where no policy number is identified this indicates the policy is a school specific policy available from an individual TCAT school's website.

2. Roles and responsibilities

The Headteacher/Head of School is responsible for:

- Submitting consent forms to parents, and pupils where appropriate, at the beginning of the academic year with regard to photographs and videos being taken whilst at their school
- Ensuring that all photographs and videos are stored and disposed of correctly, in line with the UK GDPR and the DPA 2018
- Deciding whether parents are permitted to take photographs and videos during school events
- Communicating this policy to all the relevant staff members and their wider school community, such as parents

Each DSL is responsible for:

- Liaising with social workers to gain consent for the use of photographs and videos of LAC at their school
- Liaising with the DPO to ensure there are no data protection breaches
- Informing the Headteacher/Head of School of any known changes to a pupil's security, e.g. child protection concerns, which would mean that participating in photography and video recordings would put them at significant risk

Parents and pupils are responsible for:

- Completing a photography consent form on entry to each Key Stage
- Informing the Headteacher/Head of School in writing if they wish to make any changes to their consent
- Acting in accordance with this policy

3. Definitions

“**Camera**” is used to refer to mobile phones, tablets, webcams, portable gaming devices, and any other equipment or devices which may be used to be take photographs.

“Personal use” of photography and videos is defined as the use of cameras to take images and recordings of children by relatives, friends or known individuals, e.g. a parent taking a group photo of their child and their friends at a school event. These photographs and videos are only for personal use by the individual taking the photo and are not intended to be passed on to unknown sources. The principles of the UK GDPR and the DPA 2018 do not apply to images and videos taken for personal use.

“Official school use” is defined as photography and videos which are used for school purposes, e.g. for building passes and identity cards. These images are likely to be stored electronically alongside other personal data. The principles of the UK GDPR and the DPA 2018 apply to images and videos taken for official school use.

“Media use” is defined as photography and videos which are intended for a wide audience, e.g. photographs of children taken for a local newspaper. The principles of the UK GDPR and the DPA 2018 apply to images and videos taken for media use.

Staff may also take photographs and videos of pupils for **“educational purposes”**. These are not intended for official school use, but may be used for a variety of reasons, such as school displays, special events, assessment and workbooks. The principles of the UK GDPR and the DPA 2018 apply to images and videos taken for educational purposes.

“Personal electronic devices” are defined as devices that are used to store, generate, or transmit information or data in any form, including audio, visual or text. Such devices may include, but are not limited to, the following items:

- Any type of computer or computer-like instrument
- Portable devices, such as tablets, laptops, mobile phones, personal digital assistants (PDAs), portable hard drives, USBs, pagers, and smart or electronic watches
- The components of any such devices above

4. Consent

All photographs and video content are classified as personal data under the UK GDPR and the DPA 2018; images or video content may be used for publicity or other purposes only once informed consent has been provided, and it has not been withdrawn.

Staff, pupils and parents will be encouraged to read TCAT’s Data Protection Policy for more information on our approach to data protection.

In our primary school settings, consent will be obtained from whoever holds parental responsibility for the child, except where the processing is related to preventative or counselling services offered directly to children.

In our secondary school settings, where TCAT opts to provide an online service directly to a child, the child is aged 13 or over, and the child understands what they will be consenting to, TCAT will obtain consent directly from the child; otherwise, consent will be obtained from whoever holds parental responsibility for the child, except where the processing is related to preventative or counselling services offered directly to children.

In all other instances with regard to obtaining consent, an appropriate age of consent will be considered by TCAT on a case-by-case basis, taking into account whether the child understands what they will be consenting to.

Parents and pupils will be aware that their child/they may be photographed at school, and they have the right to withdraw consent for:

- Photographs or videos taken by members of staff for school-based publicity and promotional purposes or for anonymous use on the TCAT and/or school website
- Photographs or videos taken by parents and other family members of children at the school during school concerts, performances, sports events and other similar events organised by the school
- Photographs or video taken by members of the press who are on the school premises by invitation in order to celebrate individual, group or school success

TCAT will recognise that consent must be a positive indication. It cannot be inferred from silence, inactivity or pre-ticked boxes. Consent will only be accepted where it is freely given, specific, informed and an unambiguous indication of the individual's wishes. Where consent is given, a record will be kept documenting how and when consent was given and last updated.

TCAT will ensure that consent mechanisms meet the standards of the UK GDPR and the DPA 2018. Where the standard of consent cannot be met, an alternative legal basis for processing the data will be found, or the processing will cease.

Parents and pupils, as applicable, will be asked to complete the photography consent form on entry to each Key Stage, which will determine whether or not they allow their child or themselves to participate in photographs and videos.

The photography consent form will be valid for the period covered by that Key Stage, unless the pupil's circumstances change in any way, e.g. if their parents separate, or consent is withdrawn. Additional consent forms will be required if the pupil's circumstances change.

If there is a disagreement over consent, or if a parent/pupil does not respond to a consent request, it will be treated as if consent has not been given and photographs and videos will not be taken or published of the pupil without consent.

All parents and pupils will be entitled to withdraw or change their consent at any time during the school year. Parents or pupils who wish to withdraw their consent must inform their Headteacher/Head of School in writing.

If any parent or pupil withdraws or changes their consent, or the DSL reports any changes to a pupil's security risk, or there are any other changes to consent, the list will also be updated and re-circulated.

For any pupils who are LAC, PLAC, or adopted, the DSL will liaise with the pupil's social worker, carers or adoptive parents to establish where consent should be sought. Consideration will be given as to whether identification of pupils who are LAC, PLAC, or adopted would risk their security in any way.

Consideration will also be given to any pupils for whom child protection concerns have been raised. Should the DSL believe that taking photographs and videos of any pupils would put their security at further risk, greater care will be taken towards protecting their identity.

A list of all the names of pupils for whom consent was not given will be generated via the MIS system and held by the DSL and will be circulated to all staff members. This list will be updated annually or whenever the contents of the list change.

5. General procedures

Photographs and videos of pupils will be carefully planned before any activity.

Where photographs and videos will involve pupils who are LAC, PLAC, or adopted, or pupils for whom there are security concerns, the Headteacher/Head of School will liaise with the DSL to determine the steps involved.

The list of all pupils who have not consented to being photographed or recorded will be checked prior to the activity. Only pupils for whom consent has been given will be able to participate.

The staff members involved, alongside the Headteacher/Head of School, will liaise with the DSL if any pupil who is LAC, PLAC, adopted, or for whom there are security concerns.

A TCAT-owned digital camera will be used to take photographs and videos of pupils.

Staff will ensure that all pupils are suitably dressed before taking any photographs or videos.

Where possible, staff will avoid identifying pupils by name or any other identifiable data. If names are required, only first names will be used.

TCAT and the school will not use photographs or videos of:

- Any pupil who is subject to a court order
- Children who have left the school, without the consent of their parents or, where appropriate, the children themselves
- Staff members who have left TCAT, without their consent

Photographs and videos that may cause any distress or embarrassment will not be used.

Any concern relating to inappropriate or intrusive photography or publication of content will be reported to the DPO.

6. Additional safeguarding procedures

TCAT will consider certain circumstances that may put a pupil's security at greater risk and, thus, may mean extra precautions are required to protect their identity.

The DSL and/or Designated Teacher (DT) will, in known cases of pupils who are LAC, PLAC or adopted, liaise with the pupil's social worker, carers or adoptive parents to assess the needs and risks associated with the pupil.

Any measures required will be determined between the DT, DSL, DPO, social worker, and carer and/or adoptive parent with a view to minimising any impact on the pupil's day-to-day life. The measures implemented will be one of the following:

- Photographs and videos can be taken as per usual TCAT and school procedures
- Photographs and videos can be taken within school for educational purposes and official school use, e.g. on registers, but cannot be published online or in external media
- No photographs or videos can be taken at any time for any purposes

Any outcomes will be communicated to all staff members and the list outlining which pupils are not to be involved in any videos or photographs, held by the DSL, will be updated accordingly.

7. Use of electronic devices

Staff members and pupils will be issued with TCAT or school-owned devices to assist with their work, where necessary.

Misuse of cameras, filming equipment or other devices in a way that breaches policy will always be taken seriously and may be the subject of disciplinary procedures or dealt with under the relevant safeguarding policy as appropriate.

Staff use of digital cameras and other electronic devices

Staff members will be provided with a camera to record and maintain pictorial evidence of the lessons, behaviour, activities, and events related to their pupils. Photographs and videos may only be taken for educational purposes and in school or educational provision settings.

Staff will only be permitted to take photographs and videos of pupils using the TCAT or the school's digital cameras; however, they may use other TCAT or school-owned devices, such as mobile phones and tablets, where the DPO has been consulted and consent has been sought from the Headteacher/Head of School prior to the activity.

The TCAT or school-owned cameras/devices will be located and stored securely. Members of staff will be responsible for making sure that the camera is locked away after use at the end of the day. Members of staff will not be allowed to take TCAT or school cameras or memory cards home.

Staff or other adults will not be permitted to take photographs of pupils in vulnerable circumstances, such as when they are upset or inappropriately dressed. Members of staff and the TCAT community will be required to report inappropriate use of digital cameras and images to the Executive Headteacher/CEO. If it is found that any incidents raise child protection concerns, immediate action will be taken in consultation with the school DSL and the Trust Education Welfare and Safeguarding Support Officer.

Where TCAT or school-owned devices other than digital cameras are used, images and videos will be provided to the school at the earliest opportunity and then removed from the devices.

Photographs and videos taken by staff members on school visits may be used for educational purposes, e.g. on displays or to illustrate the work of the school, where consent has been obtained.

Use of personal devices by staff

Members of staff will not be allowed to bring in personal cameras and/or devices without prior permission. If personal devices are allowed to be brought in due to a specialist requirement or defective equipment, memory cards should be shown to be empty, and images downloaded to the TCAT or the school's server.

Any personal electronic device that is brought into school is the responsibility of the user. Staff will not be permitted to use their personal devices during lesson time, other than in an emergency. Staff will not use their personal mobile phones, or any other personal device, to take images and videos of pupils.

Personal devices are not permitted to be used in the following locations:

- Classrooms
- Toilets
- Changing rooms

Use of personal devices by pupils

All pupils will be encouraged to look after each other, and to report any concerns about the misuse of technology, or any worrying issues to a member of the pastoral staff.

Acceptable use

Pupils bringing personal electronic devices into school must make their parents aware of this.

Pupils at TCAT primary schools are not permitted to bring personal electronic devices to school except if there is an agreed exemption in place. For all pupils at Key Stage 3 and 4, personal electronic devices must be placed in storage during the school day unless they are required to perform medical monitoring.

Personal devices, such as mobile phones, will only be used in emergency situations and with the express permission of a member of staff.

Pupils may use a portable flash drive to transfer schoolwork from the school premises to their home. All staff members will adhere to the Data Protection Policy when sending work home with pupils.

Unacceptable use

Personal electronic devices will not be used in any manner or place that is disruptive to the normal routine of the school, or in a manner that may offend or cause upset.

Unless express permission is granted by a member of staff, personal devices will not be used to perform any of the following activities whilst on school grounds:

- Make phone or video calls
- Send text messages, WhatsApp messages, iMessages or emails
- Access social media
- Play games
- Watch videos
- Take photographs or videos
- Use any other application during school lessons and other educational and pastoral activities

Use of personal devices by parents

Parents or family members will be welcome to take photographs of (and where appropriate, film) their own children taking part in school events, subject to the following guidelines, which the schools will expect all parents to follow. Parents will:

- Remain seated while taking photographs or videos during concerts, performances and other events
- Minimise the use of flash photography during performances
- In the case of all school events, make the focus of any photographs and/or videos their own children
- Avoid disturbing others in the audience or distracting pupils when taking photographs or recording videos

- Ensure that any images and recordings taken at school events are exclusively for personal use and are not uploaded to the internet, posted on social networking sites or openly shared in other ways
- Refrain from taking further photographs and/or videos if and when requested to do so by staff

8. Sharing of images

All images taken by members of staff or volunteers at school or during school activities remain the property of TCAT and the school, and images must not be shared with anyone outside TCAT and the school or held for private use.

No digital image will be uploaded onto any internet/intranet system without the express permission of the child's parent. Unless specific prior consent has been obtained, members of staff and volunteers will not post school images on personal pages of social networking sites or other websites.

Images will not be emailed or shared via private email accounts unless a parent has asked for a photo of their child to be sent to them.

9. Storage and retention

As per the UK GDPR and the DPA 2018, images obtained by TCAT, or the school will not be kept for longer than necessary; retention periods for the different types of personal data are outlined in TCAT's Records Management Policy.

Hard copies of photographs and video recordings held by TCAT, or the school will be annotated with the date on which they were taken and will be stored in the school office. They will not be used other than for their original purpose, unless permission is sought from the Headteacher/Head of School and parents of the pupils involved and the DPO has been consulted.

Digital photographs and videos held on TCAT, or the school's drive are accessible to staff only. Photographs and videos are stored in labelled files, annotated with the date, and are only identifiable by year group or class number – no names are associated with images and videos. Files are password protected and only staff members have access to these passwords – these are updated regularly to minimise the risk of access by unauthorised individuals.

Paper documents will be shredded, incinerated or pulped, and electronic memories scrubbed clean or destroyed once the retention period has ended. The DPO will review stored images and videos on a regular basis to ensure that all unwanted material has been deleted.

Where a parent or pupil has withdrawn their consent, any related imagery and videos involving their child/the pupil will be removed from the TCAT or school drive immediately. When a parent withdraws consent, it will not affect the use of any images or videos for which consent had already been obtained. Withdrawal of consent will only affect further processing.

Where a pupil's security risk has changed, the DSL will inform the Headteacher/Head of School immediately. If required, any related imagery and videos involving the pupil will be removed from the TCAT or school drive immediately. Hard copies will be removed by returning them to the parent/pupil or by shredding, as appropriate.

Official school photographs will be held on Bromcom alongside other personal information and retained for the length of the pupil's attendance at the school, or longer, if necessary, e.g. due to a police investigation.

Images taken on TCAT, or school cameras will be downloaded as soon as possible on to a TCAT or school computer or laptop, ideally once a week.

Members of staff will maintain responsibility for ensuring that images are safely stored, particularly on memory sticks and hard drives. They will take reasonable measures to ensure that they do not come into the possession of unauthorised persons.

No digital image will be altered or enhanced in any way by any member of staff, unless given prior permission by the Headteacher/Head of School to do so. TCAT may require images to be deleted or edited as appropriate and may choose to use images taken by members of staff or volunteers for other purposes, provided the processing conditions and consent requirements of this policy are met. Staff members are responsible for ensuring that edited images do not mislead or misrepresent. They must not edit images which result in their subject being vulnerable to embarrassment, teasing, bullying or abuse.

If the memory card for individual TCAT or school cameras needs to be replaced, then the replaced memory card will be destroyed to ensure that no images can be recovered. Members of staff must remember that, even when images are physically deleted from a camera or memory card, the camera or the memory card must be appropriately disposed of to ensure that no imprint remains.

10. Appropriate use of images under UK GDPR and the DPA 2018

Photographs will be used by TCAT and in school for many reasons and the different uses for the same image should be considered separately, as each photograph and use will potentially have different conditions for processing.

As a public body, TCAT will consider whether the processing is taking place in the performance of its duties as a public authority. Where this is the case, the legal basis for processing will be recorded as 'public task', not 'legitimate interests' – public authorities cannot use legitimate interests as a lawful basis if the processing is in the performance of their tasks as a public authority.

TCAT will use privacy notices with declarations attached to inform staff, pupils and parents about how their personal data may be collected and as one method of gaining consent.

To judge whether legitimate interest can be used as the basis for processing data, TCAT will carry out three different tests. These are:

- A purpose test – establishing the reasons for using the data, what will be achieved and whether the benefits are justifiable
- A necessity test – establishing whether the processing of pupils' data will be useful and whether there is a less intrusive way of reaching a means to an end
- A balance test – establishing the impact it will have on the data subject by processing the data for said reason

These three tests make up a 'legitimate interest assessment' (LIA) – TCAT or the school will carry out an LIA prior to obtaining the data and it will be recorded in a physical copy in compliance with the UK GDPR and the DPA 2018.

Photographs used in identity management

These are likely to be essential for performing the public task of TCAT and the school, but they will be deleted once the child is no longer in attendance – as they are no longer needed for the purpose for which they were held.

Photographs used for marketing purposes

Photographs will not be used for marketing purposes unless TCAT and the school has specific informed consent for the images and the images are only used in line with the consent provided.

TCAT and the school will recognise that when images are posted on the TCAT or school websites anyone may view the images, and consequently this may result in a greater risk of misuse of images. TCAT and the school will therefore give specific consideration to the suitability of images for use on the TCAT or school websites.

Photographs in the school environment relating to education

These photographs may be essential for performing the public task of TCAT and the school, but once the pupil has left the school this argument is insufficient. If TCAT or the school wishes to display the image beyond the pupil's time at the school, TCAT and the school will obtain the pupil's permission. If permission is not granted, the image will be removed.

When gaining consent, including when initially taking the photograph or when the purpose of the image has changed, the pupil, or where appropriate their parents, will be informed of the retention period pertaining to the use of the image. If the image is still on display after the retention period stated in the privacy notice used to gain consent, TCAT will be in breach of data protection obligations and may be subject to a fine.

11. Use of a professional photographer

If TCAT decides to use a professional photographer for official school photographs and school events, the Headteacher/Head of School will:

- Provide a clear brief for the photographer about what is considered appropriate, in terms of both content and behaviour
- Issue the photographer with an identification badge or card, which must be worn at all times
- Let pupils and parents know that a photographer will be in attendance at an event and ensure they have previously provided consent to both the taking and publication of videos and/or photographs
- Not allow unsupervised access to pupils or one-to-one photo sessions at events
- Communicate to the photographer that the material may only be used for TCAT's own purposes, and that permission has not been given to use the photographs for any other purpose
- Ensure that the photographer will comply with the requirements set out in the UK GDPR and the DPA 2018
- Ensure that if another individual, such as a parent or governor, is nominated to be the photographer, they are clear that the images and/or videos are not used for anything other than the purpose indicated by TCAT

Monitoring and review

This policy will be reviewed in line with the published schedule at the front of this document and at any point material changes require it by the Executive Headteacher/CEO in collaboration with the Board appointed Trustee, the Trust Board and Executive and Senior Leadership.

Any changes made to the policy will be amended by the Executive Headteacher/CEO and will be communicated to Executive Leaders, the TCAT Central Team and to Headteachers/Heads of School, who, in turn, will alert school-based staff.

The next scheduled review date for this policy is 12th March 2029.

Signed by:

_____	Executive Headteacher/CEO	Date: _____
_____	Board appointed Trustee	Date: _____

Appendix A. Staff Agreement Form



I will not use personal digital cameras or camera phones to take and/or transfer images of pupils or staff without permission and will not store images at home without permission.

I understand that it is my responsibility to ensure that I have read and understood TCAT's policy with regard to the use of cameras in school and I agree to follow by the above requirements.

Signature _____ Date _____

Full name _____ (printed)

Job title _____

School _____

Authorising signature

Signature _____ Date _____

Full name _____ (printed)

Appendix B. Photography and Video Parental Consent Form



This form explains the reasons why and how Three Counties Academy Trust may use images and videos of your child. Please read the form thoroughly and outline your agreement as appropriate.

Name of pupil	
School	
Name of parent	
Year group and class number	
Key Stage	

Why do we need your consent?

We request the consent of parents each time a pupil changes key stage to use images and videos of their child for a variety of different purposes.

Without your consent, TCAT will not use images and videos of your child. Similarly, if there are only certain conditions under which you would like images and videos of your child to be used, TCAT will abide by the conditions you outline in this form.

How we use images and videos of your child?

We use images and videos of pupils as part of school displays to celebrate school life and pupils' achievements; to promote TCAT and the school on social media and on TCAT and the school's website; and for other publicity purposes in printed publications, such as newspapers.

Where the TCAT uses images of individual pupils, the surname of the pupil **will not** be disclosed. Where an individual pupil is fully named in a written publication, a photograph of the pupil **will not** be used to accompany the text.

If, for example, a pupil has won an award and their parent would like their name to be published alongside their image, **separate consent** will be obtained prior to this.

We may take images or videos of individual pupils and groups of pupils to use on social media, TCAT or the school's website, in school prospectuses and other printed publications, such as a newsletter.

Who else uses images and videos of your child?

It is common that the school is visited by local media and press who take images or videos of school events such as sports days. Pupils will appear in these images and videos, and these may be published in local or national newspapers, or on approved websites.

Where any organisations intend to use images or videos of your child, **additional consent** will be sought before any image or video is used.

What are the conditions of use?

- This consent form is valid for the current key stage 1,2,3 or 4
- It is the responsibility of parents to inform the Headteacher/Head of School in writing, if consent needs to be withdrawn or amended
- TCAT and our schools will not use the personal details or full names of any pupil in an image or video on our websites, in our school prospectuses or any other printed publications
- TCAT will not include personal emails, postal addresses, or telephone or fax numbers on images or videos on our websites, in our school prospectuses or any other printed publications
- TCAT may use pictures of pupils and teachers that have been drawn by pupils
- TCAT may use work created by pupils
- TCAT may use group or class images or videos with general labels, e.g., 'sports day'

- TCAT will only use images and videos of pupils who are suitably dressed, i.e. it would not be suitable to display an image of a pupil in swimwear
- TCAT will take class images of your child which are available to purchase

Providing your consent

Please read the following conditions thoroughly and provide your consent as appropriate by ticking either 'Yes' or 'No' for each criterion.

TCAT will **only** publish images and videos of your child for the conditions that you provide consent for.

I provide consent to:	Yes	No
The school photographing my child		
The school videoing my child		
The school using images of my child on the TCAT or school website		
The school using videos of my child on the TCAT or school website		
TCAT/the school using images of my child on social media, including the following: <ul style="list-style-type: none"> • Twitter • Facebook • Instagram 		
TCAT/the school using videos of my child on social media, including the following: <ul style="list-style-type: none"> • Twitter • Facebook • Instagram 		

The local media using images of my child to publicise school events and activities (only the Hereford Times).		
The local media using videos of my child to publicise school events and activities (only the Hereford Times).		
TCAT/the school using images of my child in marketing material, e.g., in the school brochure and prospectus.		
TCAT/the school sharing my child's data with an appointed external photography company for official school images. This includes the following: <ul style="list-style-type: none"> • Name • Class • Roll number 		

Refreshing your consent

This form is valid for the entire key stage as indicated– it will be updated at each change of key stage.

Consent will also be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

- New requirements for consent, e.g., an additional social media account will be used to share pupil images and videos
- Changes to a pupil's circumstances, e.g., safeguarding requirements mean a pupil's image cannot be used
- Changes to parental consent, e.g. amending the provisions for which consent has been provided for

Where you would like to amend the provisions for which consent has been provided, you must inform the Headteacher/Head of School in writing. A new form will be supplied to you to amend your consent accordingly and provide a signature.

Withdrawing your consent

Parents have the right to withdraw their consent at any time. Withdrawing your consent will not affect any images or videos that have been shared prior to withdrawal.

If you would like to withdraw your consent, you must submit your request in writing to the Headteacher/Head of School.

Declaration

I, _____ (name of parent), understand:

- Why my consent is required
- The reasons why TCAT and our schools use images and videos of my child
- Which other organisations may use images and videos of my child
- The conditions under which TCAT and our schools use images and videos of my child
- I have provided my consent above as appropriate, and TCAT and their schools will use images and videos of my child in line with my requirements
- Consent is refreshed on a change of key stage basis, and I must re-provide consent if I consent to images and videos of my child being used in other key stages
- I will be required to re-provide consent where any circumstances change
- I can amend or withdraw my consent at any time and must do so by Informing the Headteacher/Head of School in writing

Name of parents	
Signature	
Date	

If you have any questions regarding this form, please do not hesitate to contact TCAT at admin@tcat.school.

Appendix C. Photography and Video Pupil Consent Form (Secondary provision only)



This form explains the reasons why and how any TCAT secondary school may use images and videos of you. Please read the form thoroughly and outline your agreement as appropriate.

Name:	
Year group and class number:	
Key Stage	

Why do we need your consent?

We request your consent when you move into key stage 4 to use images and videos of you for a variety of different purposes.

Without your consent, the school will not use images and videos of you. Similarly, if there are only certain conditions under which you would like images and videos of you to be used, the school will abide by the conditions you outline in this form.

How we use images and videos of you?

We use images and videos of pupils as part of school displays to celebrate school life and pupils' achievements; to promote the school on social media and on the school's website; and for other publicity purposes in printed publications, such as newspapers.

Where the school uses images of individual pupils, the surname of the pupil **will not** be disclosed. Where an individual pupil is fully named in a written publication, a photograph of the pupil **will not** be used to accompany the text.

If, for example, you have won an award and would like your name to be published alongside your image, **separate consent** will be obtained prior to this.

We may take images or videos of individual pupils and groups of pupils to use on social media, the school website, in school prospectuses and other printed publications, such as a newsletter.

Who else uses images and videos of you?

It is common that the school is visited by local media and press, who take images or videos of school events such as sports days. Pupils will appear in these images and videos, and these may be published in local or national newspapers, or on approved websites.

Where any organisations intend to use images or videos of you, **additional consent** will be sought before any image or video is used.

What are the conditions of use?

- This consent form is valid for the remainder of your time at QE
- It your responsibility to inform the Headteacher/Head of School in writing if consent is withdrawn
- The school will not use your personal details or full name in an image or video, on our website, in our school prospectuses or any other printed publications
- The school will not include your personal email, postal address, or telephone or fax number on images or videos on our website, in our school prospectuses or any other printed publications
- The school may use pictures of pupils and teachers that have been drawn by pupils
- The school may use work created by you
- The school may use group or class images or videos with general labels, e.g., 'sports day'
- The school will only use images and videos of you when you are suitably dressed, i.e. it would not be suitable to display an image of you in swimwear
- The school will take class images of you which are available to purchase

Providing your consent

Please read the following conditions thoroughly and provide your consent as appropriate by ticking either 'Yes' or 'No' for each criterion.

The school will **only** publish images and videos of you for the conditions that you provide consent for.

I provide consent to:	Yes	No
The school photographing me		
The school videoing me		
The school using images of me on the school website		
The school using videos of me on the school website		
The school using images of me on social media, including the following: <ul style="list-style-type: none"> • Twitter • Facebook • Instagram 		
The school using videos of me on social media, including the following: <ul style="list-style-type: none"> • Twitter • Facebook • Instagram 		
The local media using images of me to publicise school events and activities (only the Hereford Times)		
The local media using videos of me to publicise school events and activities (only the Hereford Times)		
The school using images of me in marketing material, e.g. the school brochure and prospectus		

<p>The school sharing my data with a school-appointed external photography company for official school images. This includes the following:</p> <ul style="list-style-type: none"> • Name • Class • Roll number 		
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Refreshing your consent

This form is valid for the remainder of your time at QE in key stage 4.

Consent will be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

- New requirements for consent, e.g., an additional social media account will be used to share pupil images and videos
- Changes to your circumstances, e.g., safeguarding requirements mean your image cannot be used
- Changes to your consent, e.g., amending the provisions for which consent has been provided for

Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the Headteacher/Head of School. A new form will be supplied to you to amend your consent accordingly and provide a signature.

Withdrawing your consent

You have the right to withdraw your consent at any time. Withdrawing your consent will not affect any images or videos that have been shared prior to withdrawal.

If you would like to withdraw your consent, you must submit your request in writing to the Headteacher/Head of School.

Declaration

I, _____ (name), understand:

- Why my consent is required

- The reasons why the school uses images and videos of me
- Which other organisations may use images and videos of me
- The conditions under which the school uses images and videos of me
- I have provided my consent above as appropriate, and the school will use images and videos of me in line with my requirements
- I will be required to re-provide consent where any circumstances change
- I can amend or withdraw my consent at any time and must do so in writing to the Headteacher/Head of School

Name: _____

Signature: _____

Date: _____

If you have any questions regarding this form, please do not hesitate to contact the Headteacher/Head of School

Appendix D. Photography and Video Staff Consent Form



Photography and video staff consent form (TCAT schools adapt locally)

This form explains the reasons why and how **name of school** may use images and videos of you. Please read the form thoroughly and outline your agreement as appropriate.

Name	
Job role	

Why do we need your consent?

We request your consent on an **annual** basis to use images and videos of you for a variety of different purposes.

Without your consent, the school will not use images and videos of you. Similarly, if there are only certain conditions under which you would like images and videos of you to be used, the school will abide by the conditions you outline in this form.

Why do we use images and videos of you?

[Use this section to outline why the school uses images and videos of staff. An example has been provided.] We use images and videos of staff members as part of school displays to celebrate school life; to promote the school on social media and on the school's website; and for other publicity purposes in printed publications, such as newspapers.

We may take images or videos of individual staff members and groups of staff members to use on social media, the school website, in school prospectuses and other printed publications, such as a newsletter.

Who else uses images and videos of you?

It is common that the school is visited by local media and press, who take images or videos of school events such as sports days. Staff members will appear in these images and videos, and these may be published in local or national newspapers, or on approved websites.

The following organisations may use images and videos of you:

- Name of organisation, e.g. local newspaper
- Name of organisation
- Name of organisation

Where any organisations other than those above intend to use images or videos of you, **additional consent** will be sought before any image or video is used.

What are the conditions of use?

- This consent form is valid for the year/year academic year.
- It your responsibility to inform the school, in writing, if consent needs to be withdrawn or amended.
- The school will not use your personal details or full name in an image or video, on our website, in our school prospectuses or any other printed publications.
- The school will not include your personal email, postal address, or telephone or fax number on images or videos on our website, in our school prospectuses or any other printed publications.
- The school may use group or class images or videos with general labels, e.g. 'sports day'.

Providing your consent

Please read the following conditions thoroughly and provide your consent as appropriate by ticking either 'Yes' or 'No' for each criterion.

The school will **only** publish images and videos of you for the conditions that you provide consent for.

I provide consent to:	Yes	No
The school photographing me.		
The school videoing me.		
The school using images of me on the school website.		
The school photographing me for my staff ID badge.		
The school using videos of me on the school website.		
The school using images of me on social media, including the following: <ul style="list-style-type: none"> • <u>Twitter</u> • <u>Facebook</u> • <u>Instagram</u> 		
The school using videos of me on social media, including the following: <ul style="list-style-type: none"> • <u>Twitter</u> • <u>Facebook</u> • <u>Instagram</u> 		
The local media using images of me to publicise school events and activities (only including the organisations outlined above).		
The local media using videos of me to publicise school events and activities (only including the organisations outlined above).		
The school using images of me in marketing material, e.g. the school brochure and prospectus.		

Refreshing your consent

This form is valid for the entire academic year, year/year– it will be updated on an annual basis. You are required to fill in a new form every academic year.

Consent will also be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

- New requirements for consent, e.g. an additional social media account will be used to share images and videos
- Changes to your circumstances, e.g. safeguarding requirements mean your image cannot be used
- Changes to your consent, e.g. amending the provisions for which consent has been provided

Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the headteacher. A new form will be supplied to you to amend your consent accordingly and provide a signature.

Withdrawing your consent

You have the right to withdraw your consent at any time. Withdrawing your consent will not affect any images or videos that have been shared prior to withdrawal.

If you would like to withdraw your consent, you must submit your request in writing to the Headteacher/Head of School.

Declaration

I, _____ (name), understand:

- Why my consent is required.
- The reasons why the school uses images and videos of me.
- Which other organisations may use images and videos of me.
- The conditions under which the school uses images and videos of me.
- That I have provided my consent above as appropriate, and the school will use images and videos of me in line with my requirements.
- Consent is refreshed on an annual basis, and I must re-provide consent if I consent to images and videos of me being used in other academic years.

- That I will be required to re-provide consent where any circumstances change.
- That I can amend or withdraw my consent at any time and must do so in writing to the headteacher.

Name: _____

Signature: _____

Date: _____

If you have any questions regarding this form, please do not hesitate to contact the Headteacher/Head of School at [email address](#) or [phone number](#).

Appendix E. Photography and Video Risk Assessment Template

Name of school

Assessment conducted by:	Job title:	Covered by this assessment:
Date of assessment:	Review interval:	Date of next review:

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe: Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor: Causes physical or emotional discomfort.	M	L	L

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
Lack of awareness of policies and procedures	Staff, pupils and visitors	M	<ul style="list-style-type: none"> • All staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Data Protection Policy - Records Management Policy - Child Protection and Safeguarding Policy and Procedures - Photography and Images Policy • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - DfE 'Keeping children safe in education' 	<p>[Outline what additional steps are required in line with an assessment of your school's specific circumstances to eliminate the hazard or control the risk.]</p>	<p>Trust Estate Manager</p>	<p>Signature Date</p>

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<ul style="list-style-type: none"> - Freedom of Information Act 2000 - The UK GDPR - Data Protection Act 2018 (DPA) • The DPO informs and advises the school and its staff members on their obligations to comply with the UK GDPR and DPA in relation to photography at school. • The Headteacher/Head of School ensures all photography follows the guidelines as set out in the Photography and Images Policy and images are stored and disposed of correctly. 			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<ul style="list-style-type: none"> • The DPO and Headteacher/Head of School schedule a review of this risk assessment annually. • The SENCO ensures this risk assessment is fit for the purposes of mitigating risks for pupils with SEND. • The DSL liaises with the DPO to ensure there are no data protection breaches and measures are put in place to prevent the likelihood of this occurring. • Relevant policies are regularly reviewed and updated where necessary, according to their respective review schedules. 			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
Use of cameras	Staff, pupils and visitors		<ul style="list-style-type: none"> • School-owned cameras are only to be used for educational purposes or to record and maintain pictorial evidence of the lessons, behaviour, activities and events related to the school's pupils. • Members of staff only take photographs or videos using school-owned cameras. • School-owned devices, e.g. tablets, are only used for photography if the DPO has been consulted and consent obtained from the Headteacher/Head of School prior to the activity. 			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<ul style="list-style-type: none"> • Images taken on a camera or device are downloaded as soon as possible on to a school computer or laptop. • Personal cameras, mobile phone cameras or other recording equipment are prohibited from use on school premises. • Where personal cameras may be required, the Headteacher/Head of School decides whether to grant permission and, if granted, the memory card is assessed to ensure it is empty and images are downloaded to the school's server. • School-owned cameras are clearly labelled as belonging to the school and are not taken home by staff. 			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<ul style="list-style-type: none"> • School-owned cameras are stored in the filing cabinet and are locked away after use at the end of each day. • Cameras and other recording devices are not taken into toilet or changing facilities, unless permission has been given by the Headteacher/Head of School for a specific purpose, e.g. to photograph pupils washing their hands. 			
Consent	Staff, pupils and visitors		<ul style="list-style-type: none"> • The Headteacher/Head of School distributes photography consent forms to parents at the beginning of the academic year. 			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<ul style="list-style-type: none"> • Consent is always obtained in line with the Photography and Images Policy. • Additional consent is sought where there is a change in the pupil's circumstances, e.g. their parents separate. • Parents are made aware of how to inform the school if they wish to make any changes to the consent given. • Parents are made aware that their child may be photographed at school and the circumstances under which they can withdraw consent, e.g. if photographs are to be used for promotional purposes. 			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<ul style="list-style-type: none"> • Photographs and videos are only used for publicity or other purposes if informed consent has been provided and it has not been withdrawn. • The DPO ensures that consent mechanisms meet the standards of the UK GDPR and the DPA, e.g. consent is freely given. • The DSL liaises with social workers where necessary to gain consent for the photography of LAC. • The DPO creates a list of all pupils for whom consent has not been given annually and circulates this to all staff members. • Prior to any photography activity, the list of all pupils for whom consent has 			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<p>not been given is checked and these pupils are not photographed.</p> <ul style="list-style-type: none"> • A record of written consent that parents and pupils have given for photography and the use of images is maintained. • If pupils or their parents do not want to have their photo taken or shared, their wishes are respected. 			
Storage and retention of images	Staff, pupils and visitors		<ul style="list-style-type: none"> • The Headteacher/Head of School ensures all photographs and videos are stored and disposed of in line with the UK GDPR and the DPA. • Images obtained by the school are kept for no longer than necessary in line with the UK GDPR and the DPA 			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<p>and the school's Records Management Policy.</p> <ul style="list-style-type: none"> • Hard copies of photographs and videos held by the school are annotated with the date on which they were taken and stored in the school office. • Photographs and videos held are only used for their original purpose unless the Headteacher/Head of School has obtained permission from the parents and pupils involved and the DPO has been consulted. • Images held on the school's drive are accessible to staff only. • Staff ensure images are stored safely and take all reasonable measures to 			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<p>prevent unauthorised persons gaining access.</p> <ul style="list-style-type: none"> • The DPO reviews stored images and videos on a termly basis to ensure that all material is deleted if it is unwanted or its retention period has ended. • Electronic memories containing photographs and videos are scrubbed clean or destroyed once the retention period has ended. • Paper copies of photographs are shredded or pulped once the retention period has ended. • If consent is withdrawn, any related imagery involving the relevant pupil 			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<p>or pupils is removed from the school drive immediately.</p> <ul style="list-style-type: none"> • When a memory card needs to be replaced, the replaced memory card is destroyed. • Photographs are securely disposed of once they are no longer needed. 			
Safeguarding	Staff, pupils and visitors		<ul style="list-style-type: none"> • All activities involving photography are planned carefully by the <u>Headteacher/Head of School</u> beforehand and overseen by the <u>DPO</u>. • Where photography involves LAC, PLAC or vulnerable pupils, the <u>Headteacher/Head of School</u> liaises with the <u>DSL</u> to determine the appropriate action. 			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<ul style="list-style-type: none"> • The DSL raises any problems regarding a pupil's security with the Headteacher/Head of School, e.g. child protection concerns that may mean participating in photography would put them at significant risk. • Staff ensure that pupils are suitably dressed before being photographed or videoed. • Photographs are not taken of pupils in vulnerable circumstances, e.g. if the pupil is upset. • Pupils and parents are made aware of whether photographs will be published, e.g. on the school website or in a local newspaper and can withdraw their consent if desired. 			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<ul style="list-style-type: none"> • Photographs are not uploaded onto the internet without the express permission of the pupil's parents. • Any concerns about inappropriate or intrusive photography or publication of content is reported to the DPO. 			
Hiring a photographer	Staff, pupils and visitors		<ul style="list-style-type: none"> • The Headteacher/Head of School provides a clear brief for the photographer that covers what is considered appropriate, in terms of both content and behaviour. • A suitable member of staff supervises the photography session at all times. • The photographer is issued with identification, which is worn and clearly visible at all times. 			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<ul style="list-style-type: none"> • Pupils and parents are made aware prior to the activity that a photographer will be attending school. • Unsupervised access to pupils and one-to-one photo sessions are not allowed. • The photographer is made aware that the material may only be used for the school's purposes and that permission is not given for any other use. • The photographer ensures they comply with the requirements established in the UK GDPR and the DPA. 			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<ul style="list-style-type: none"> The school considers whether the photographer is eligible for a DBS check and agrees on the appropriate level of this check. Only reputable external photographers are used. Where consent has not been obtained, the school agrees with parents and pupils the best way for them to be identified so the photographer knows not to take photographs of the pupil, e.g. via a badge or wristband. 			
Events			<ul style="list-style-type: none"> The Headteacher/Head of School decides if parents are permitted to take photographs during school events. 			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<ul style="list-style-type: none"> Parents are advised that they should seek consent from subjects before taking and sharing photographs. Photography at school events is handled in accordance with the Photography and Images Policy. 			
Electrical equipment			<ul style="list-style-type: none"> A pre-use check of all electrical equipment used for photography is conducted, and any electrical defects are reported to the Trust Estate Manager immediately. The Trust Estate Manager ensures the safe removal and disposal of any electrical equipment. Wires are fully enclosed in cable coverings. 			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<ul style="list-style-type: none"> All electrical equipment is PAT tested by a competent individual before use and is subject to an annual check. Defective electrical equipment is not used, and an out-of-order sign is clearly displayed on the equipment. Cable runs are tied securely, properly routed and kept tidy. 			
Pupils with SEND and pupils with medical conditions			<ul style="list-style-type: none"> All staff have due regard for the school's Special Education Needs and Disabilities (SEND) Policy at all times during photography activities. Pupils' medical conditions are supported at all times during photography in line with the school's 			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<p><u>Supporting Pupils with Medical Conditions Policy.</u></p> <ul style="list-style-type: none"> Photography activity is inclusive and sensitive to the needs of pupils with SEND and pupils with medical conditions. 			