



Newton British School

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An international community of learners striving for excellence and celebrating success



The Use and Taking of Photographs and Videos at NBS **Policy & Application**

Our Vision

‘An International community of learners striving for excellence and celebrating success’

Our Mission

We aim to provide the highest quality of education possible for students of all abilities. In doing so, we aim to positively encourage each student to achieve academic excellence, enjoy creative diversity, develop critical thinking skills and become lifelong learners and responsible citizens.

To achieve this, we will provide a diverse education in a safe, supportive environment that promotes self-discipline and motivation. We will provide and maintain a calm, trusting and caring atmosphere where teaching and learning are meaningful and developed. We will work in partnership with our staff, students, parents and wider community to achieve our vision.

Introduction

1.1 During the school year there are a number of occasions when school staff, parents and pupils will want to take photographs of pupils. Such occasions include year group assemblies, school trips and sporting events. We will do everything that we can reasonably do to facilitate this, to meet parents' and our own wishes to record events in the life of the school and of a child's time at Newton British School, subject to the following limitations and safeguards:

1 In this document, 'photography' is used to refer to any kind of digital images, including DVDs, videos, photographic prints or slides. 'In school' refers to all occasions within the boundaries of Newton British School both indoors and outdoors, when pupils are the responsibility of school staff. 'Parent' is used to anyone with parental rights and responsibilities in relation to a pupil. Throughout this policy, the taking of photos by parents is to be for personal, not commercial use only.

- Parental consent must be respected.
- Children at risk must be protected, without being disadvantaged or excluded.
- Operational decisions on whether a child or group of children cannot be photographed rest with the Head teacher or his/her delegate. Those decisions should be respected.
- It is parents' responsibility to take care in how they share or publish photographs of their children, whether taken at the school or elsewhere

2. Parental consent, child protection and data protection

2.2 If a parent has asked that a child not be photographed, all efforts must be made to ensure that the child is not photographed. If the child is inadvertently caught on camera, whether by the school or a parent or third party, the image should be destroyed. This however will be in very exceptional cases bearing in mind that parents give permission on the initial application form when entering school.

2.3 If an NBS child for whom photographic consent is an issue is involved in an inter-school event, efforts will be made to ensure that that particular child is not photographed.

2.4 Child protection and safeguarding: In some cases, child protection considerations may impact upon a decision to allow photography by parents or school staff, and the following guidance should be read accordingly.

3. Applying the Policy: Photography by Parents

3.1 Whether or not a particular school event can be photographed will be the decision of the Head teacher. Photography by parents and other visitors to the school will be allowed only when the Head teacher's permission has been given. The Head will inform parents of the status of such events beforehand. Generally speaking however, based on the fact that all parents have signed the photograph permission form when enrolling their child, photographs and videos will be allowed with few exceptions to go ahead.

3.2 At events for which parents of all children participating have given consent, photography may take place during the performance, if the Head teacher feels that photography can take place without disrupting the smooth running of the event or audience enjoyment, or compromising health and safety, and if there are no additional safeguarding concerns. Otherwise, photography will take place at the beginning or end of the event.

3.3 At large group events (for example, Prize Giving, Sports' Day and School Fair) photography will generally be allowed during the event. For such events the school will endeavour to ensure that that particular children whose parents have expressed concern are not photographed directly.

- **IMAGES OF OTHER PEOPLES CHILDREN SHOULD NOT BE LOADED ONTO SOCIAL NETWORKING WEBSITES OR OTHERWISE MADE PUBLICLY AVAILABLE.**

Applying the Policy: Photography by school staff

4.1 Parents must give their consent before the school takes any photograph of their child. This consent in the first instance is given when parents fill in the application form for NBS. We consider this as consent to photograph your child during school events. These photographs or videos may be published on the school website.

4.2 When photographing children, the school will:

- (a) ensure all children are appropriately dressed;
- (b) avoid naming young people. If a name is required then the first name only should be used;
- (c) use photographs or videos that represent the diversity of the young people participating;
- (d) report any concerns relating to any inappropriate or intrusive photography to the Head teacher;
- (e) remember the duty of care and challenge any inappropriate behaviour or language;
- (f) not use images that are likely to cause distress, upset or embarrassment;
- (g) regularly review stored images and delete unwanted material, in accordance with the school's Data Protection Policy.

4.3 Still photographs shown on displays and video clips available during open or parents' evenings should depict children in an appropriate way.

- **IMAGES OF CHILDREN SHOULD NOT BE LOADED ONTO ANY SOCIAL NETWORKING WEBSITES OR OTHERWISE MADE PUBLICLY AVAILABLE.**
- **ANY MEMBER OF STAFF WHO IS FOUND UPLOADING ANY IMAGES OF CHILDREN TO ANY SOCIAL WEBSITES WILL FACE SERIOUS DISCIPLINARY ACTION**

5. Children Photographing Each Other

5.1 Children may wish to photograph each other during offsite activities and residential trips. Staff should endeavour to ensure that such photography takes place according to these guidelines for photography within the school. There may be incidents where children take inappropriate photographs, perhaps showing friends and other children inappropriately dressed. Staff should endeavour to discourage this practice, and parents should be reminded of their responsibility to monitor subsequent use of images produced during offsite activities.

5.2 There are occasions when, as part of a school activity on school premises, children may be involved in taking photographs of each other. Staff must supervise such activities and be responsible for monitoring children's use of the cameras. Only school equipment may be used for these purposes.

5.3 Pupils are not permitted to use mobile phones in school. If a parent considers that there is a pressing need for a child to possess or have access to a mobile phone in school, the Head teacher's permission should be sought. In the event of permission being granted, the device must not be used for photography purposes on school premises.

6. Photography by media and other external organisations

On occasions external organisations (eg a local newspaper) may wish to publish images of school pupils. In cases where photographic images are to be used by third parties, e.g. newspapers, television broadcasts or on websites, permission of the parents concerned will be obtained before permission is given for the images to be used, and first names only will be published.

If any parent does not give permission for their child's name to be printed then consideration could be given to publishing the photo with no names.

7. The Normal School Day

In normal day to day running, no photographs, videos or voice recordings may be taken at any time unless with specific permission for the Principal.

Reviewed By: Mr. James Houston - Principal and Mr Conor Hayes – Deputy Principal
June 2021

Next Review Date: June 2022

Newton British School
Photography Consent Form

(Check that parents have already signed the home/school agreement)

Parents give consent for photographs or any recordings to be made either by the school or by parents and carers in the first instance when an initial school application is made.
The school may ask for permission in cases where there are special circumstances or where an outside agency is involved. In such cases a form similar to the one below will be used to attain permission.

Dear parents,

Are you happy for a photograph or recording of your child to appear in the media – for example, in a local newspaper or television news item?

yes no

Name of childClass

Parent or carer's signature Date

Name (in block capitals)

**Reviewed by James Houston-Principal and Conor Hayes-Deputy principal
June 2021**

Next Review 2022