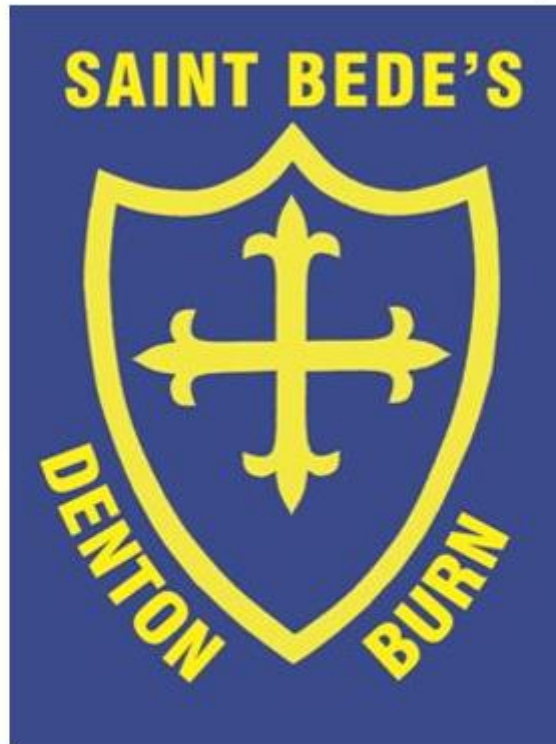


St Bede's Catholic Primary School



As one

we learn together,

play together,

pray together,

as one

Policy On Photographic And Video Images

Date reviewed: October 2025

Date of next review: October 2026



Introduction

There are many occasions on which it is a good thing to make use of photographs and video images that include children. This is perfectly proper and to be encouraged. However, our school will do all it can to ensure that images are used properly, and that, as in all matters, risks are minimised, and our children kept safe and secure, whether at school or elsewhere. The aim of this policy is to establish the right balance between the proper use of technology and the safety of our children at all times.

Under the terms of the Data Protection Act 2018, all photographs and video images of children and staff alike are classified as personal data. This means that no image can be used for display or for school publicity etc., unless consent is given by or on behalf of the individual concerned.

Parental permission

All parents and carers will be asked to sign a consent form allowing their child to be photographed or videoed while taking part in school activities, and for the image to be used within the school. This form will be given to the parents or guardians of all children joining the school in each successive year. This 'rolling' consent will allow the school to take pictures of pupils engaged in educational activities such as sports events, drama productions, field trips, etc., and to use these pictures internally. Where parents or carers do not give their consent, then the children concerned will not have pictures taken of them.

All pictures taken will be appropriate, and will show children properly clothed for the activity they are engaged in. The school will do all it can to ensure that due sensitivity is shown in the choice and composition of these images.

The school will ensure that any photographs/videos used by the school will only be done so with explicit consent from the parent/carer of the child, or any adult included in the photograph/video. It is assumed by the school that this consent will only cover the image of the individual and does not include the publication of names, and any special category data such as gender and date of birth. The school will obtain further consent to use names, and special category data.

This will include photographs/videos;

used in school publications such as newsletters, prospectus;
used on the school website;
used on social media such as Facebook
on school premises;
external venues.

School performances

We will allow video and photographic recordings of school performances, as long as all of the parents or guardians of the children involved have given their consent.

Parents/carers will all be reminded that videos and photographs of school performances are for personal use only and must not be posted on social media. School staff will reinforce this with parents/carers at each performance.

The school will observe the way in which video recordings are made, and photographs taken, during performances, and will withdraw the right of anyone to bring a camera of any sort if they are felt to be making inappropriate images. For example, photography is forbidden in changing rooms or backstage during school productions.



The school will make parents/carers aware that while they are permitted to take photographs/videos during school performances/events, that these are for **private use** only, as long as they are not of an indecent nature.

Should any photographs/videos be shared without consent from the individuals within the photograph/video then they are breaking data protection laws, and the school reserve the right to report the breach of data protection to the Information Commissioners Office (ICO)

Parents/carers will be informed of this policy at every performance/event where the school believe that there is a possibility that photographs/videos could be taken. The school reserve the right to request that no photographs/videos are taken due to safeguarding concerns, which surpasses the parents/carer right to take photographs/videos for their own personal use.

Live streaming of school performances is strictly prohibited.

The above also includes performances/events that are not on the school site but include children and adults who attend the school.

School Website

Only appropriate images will be used on the school website, and children will not be identified by their name or address on the school website. Parent consent is sought before images are used.

Mobile phones

Children who are walking home alone are allowed to bring mobile phones to school but these must be stored securely in the school office, or in a locked cupboard within their classroom, during the school day. Children or adults are not permitted to take photographs or video recordings on their mobile phones on the school premises (see school performance section for parents).

Use of digital cameras (Ipad)

There are many ways in which the use of digital images is valuable for children's learning. For example, they may be used in art work or geography or science fieldwork. Images will be made only as appropriate for school-related activities.

Children will be taught how to take pictures, but we will discourage them from taking pictures of each other, and they will be supervised by an adult when they have access to a digital camera.

As soon as images have been used for their intended purpose (e.g. illustrating a good football pass), they will be deleted. The school will not store digital images any longer than for their immediate use. Images stored on the school I pads will be regularly deleted.

Media publications

Sometimes, local or national media visit the school to follow up a news story. This is often to do with a notable achievement by a child or a group of children from the school. For example, the netball team may have won a regional competition, or the school may have raised money for a charity whose representative wants to receive the donation in person. In this situation, where children's images might be made public, the school will inform parents and carers of the event in advance, and allow them to withdraw their child from the event if they so wish.

Newspapers normally ask for the names of the children to go alongside the photographs; if parents or carers do not wish this to happen, then the school will not allow the individual to be photographed or filmed by the media concerned.



Monitoring

This policy will be monitored by the Local Governing Committee and revised as appropriate, and not less than two years from the date of its adoption. Any incidents of concern relating to this policy will be referred to the Chair of Governors by the Headteacher.

