

## **Oaklands Primary School Use of Photographs/Video Policy**

Use of photographs and video in school can be separated into four categories:

1. To celebrate children's achievement or their participation in special events
2. To assist teaching and learning
3. For security
4. For administration

At Oaklands we value the use of promotional photographs to share with parents and the local community of activities and special events that have taken place in school. Therefore staff will:

- Only record images when there is a justifiable need.
- Be clear to pupils about why the images are being recorded and what will happen to them.
- Ensure that images are not taken in one to one situations.
- Ensure that all images recorded are done so on school equipment and saved to the media drive so that it is available for scrutiny and to ensure they are secured safely for possible future use with access limited to those with authority to use them.
- As part of our admission pack parents are provided with information to allow them to make a decision of whether or not they wish their child to be photographed or videoed. Unless they so indicate, we will deem that it is acceptable to record images for legitimate purposes.
- Photographs taken purely for administrative or security use do not require parental consent.
- If a photo is used, the school does not name the pupil, if a pupil is named, the school does not place a photo with the name.
- If for a special event we wish to use the pupils name/full name with a photograph/video we would obtain additional parental consent for that one occasion.
- Photographs must be stored and retained as in line with our Data Protection Policy

Staff should always check before they proceed with photography.

As there is the potential for images of children to be misused, visitors/contractors/supply teachers etc to the school are not permitted to take images of children or to use mobile phones while in the school or in the presence of pupils. This is clearly stated in our signing in books. On occasion a contractor may need to photograph some equipment that requires repair, not only would they require permission from the Headteacher they would also be accompanied whilst doing so.

Visiting professionals would only take images with the express permission of the Headteacher and within the rules of this policy.

**Date:** 18.03.21

**Date of Review:** Summer 2024

**Signed:** \_\_\_\_\_ (Headteacher)