

PHOTOGRAPHY POLICY

Board of Trustees Approved: February 2021

Date of next review: February 2022

Reviewed by: The Principal and the Leadership, Management and Communications Committee

This policy will be reviewed every year and at every review the policy will be shared with the full Board of Trustees.

General definitions

Throughout this policy, *Wynstones* means Wynstones school and will be used interchangeably with *school* and *the school*; *parents* includes guardians, carers and those with parental responsibility for children entering the school; *students* will be used throughout.

Regulatory and publication context

Independent schools are not required to have a website, but are required to make policies and information available to parents upon request, in line with the [Education \(Independent School Standards\) Regulations 2014](#).

Wynstones systematically chooses to publish its policies online, in order to enable ease of access for parents, and to participate in the wider social discourse on appropriate, effective and fair educational provision.

Policy Contents

1	Policy	2
2	Consent	2
3	Authority to record images	2
4	Access, storage, and disposal	3

1 Policy

Wynstones places the safeguarding of children and their welfare at the heart of its approach and the structure of its policies. Issues of child protection, data protection and parental consent are given careful thought and oversight. Images can be used to harm children, for example as a preliminary to 'grooming' or by displaying them inappropriately on the Internet.

This policy will apply to all forms of publications; print, film, video, DVD, school website, official social media sites and in the professional media.

Where another organisation provides services to the school, the Governing Body will ensure that the organisation concerned has appropriate policies and procedures in place to ensure the safeguarding of children.

All cameras in school including staff mobile telephones can be subject to scrutiny at any time by the Safeguarding Officer. Staff should only use school memory cards to take photos and these must not be downloaded onto any personal computers except a school laptop which is password protected.

2 Consent

Wynstones ensures that written parental/carer permission is sought for each child. This covers photographs taken for promotional use and advertising, both internally and externally, with regards to a range of school activities.

Parents/carers may withdraw such permission at any time without notice by writing to the school.

3 Authority to record images

Photographs taken on behalf of the school will only be created by an authorised member of staff or other individuals/organisations authorised to do so by the Principal or Vice Principal. Photographs or video that include children at the school must only be taken with a school camera.

Photography of students for personal use by parents/carers, family members or members of the public at school events is prohibited.

Photographs and/or video images may be made available by the school in the form of prints to parents, or through a secure web portal.

Photos taken on mobile phones by either staff, parents/carers, students or visitors whilst at the school is prohibited.

4 Access, storage, and disposal

Only those staff members who have the permission of the Principal will have access to any photographs or recordings taken of children at the school. Digital files will be stored in a secure folder on the school network drive, which is password protected. All images will be deleted after a period of two years unless they are required to be kept on file for future school publications. (Please refer to our Data Protection Policy).

No electronic copies of photos or videos are allowed to be passed to outside agencies unless educational use has been signed for.

Photographic Images consent

Wynstones takes official photographs of events, trips and productions for its own archives and publicity purposes. These are used sensitively but there may be occasions when the best photograph to publicise the school shows your child and they may be recognisable.

Parents have the right to withhold their consent to appear in external publicity. It is our policy not to include names with photos.

Permissions

Please indicate below which statement you agree to. Please choose one option only.

I authorise photographs / videos to be taken of my child during school activities and used in national and local publicity, communications, publications or digital channels (eg media, websites, social media).

I authorise photographs / videos to be taken of my child during school activities for use within Wynstones School only (such as Wynstones Weekly or within classrooms), not used for national and local publicity, communications, publications or digital channels (eg websites, social media).

I do not authorise photographs/videos to be taken of my child while they undertake school activities.

Signed (parent / carer)

Parent / Carer of

Date
