



Blessed Robert Widmerpool Catholic Voluntary Academy

Photographic Policy

Photographs/Filming During School Events

It is the responsibility of the school to ensure compliance with the safeguarding requirements of children at all times. The school allows photography/filming by parents/family members during a range of school events providing the following is adhered to:

- Photographs/films must only be for personal use
- Photographs/films must not be shared on social media

These conditions are communicated to parents before/after such events and feature in the school newsletter on a regular basis. Parents and guardians are made aware of the conditions of this policy as the children join the school. Parents/guardians sign a Home-School Agreement which confirms they will act in accordance with the conditions of the policy.

In exceptional circumstances photography/filming will not be permitted for Safeguarding reasons. If this is the case, this will be communicated with parents through a verbal announcement prior to the event. The Headteacher, SLT or other members of staff will then monitor the event to ensure the restriction is adhered to. If a parent is found to have taken photographs/film following this restriction, they will be asked to delete the images/film.

Terms for external photographers should be agreed in advance by the Head teacher. This includes local newspapers or where a professional film is made. Permission will be sought from all parents/carers of the children involved. When this occurs, NSPCC guidelines and Safeguarding Procedures are followed. These guidelines are:

- The photographer will provide the office with identification
- Visiting photographers will wear a school identification badge at all times
- School will not allow unsupervised access to children or 1:1 photo session
- School will not approve or allow photo sessions outside of the event or at a child's home
- Names should not appear with the photograph
- School will supervise to ensure children are photographed in suitable clothing to reduce the risk of inappropriate use

Concerns regarding inappropriate or intrusive photography should be reported to the Headteacher. Policies and procedures outlined in the Safeguarding Policy will then be followed.

Taking Photographs of Children in School

Children may only be photographed by DBS-checked members of staff and using school equipment including iPads and cameras. In order to safeguard children and adults, and to maintain privacy, cameras are not to be taken into the toilets by adults or children.

Where photographs/films are recorded on laptops and the school server, these are always password protected. All images are kept securely in compliance with the Data Protection Act.

Images of children posted to the school social media sites or website will not include the child's full name or be accompanied by any personal information.

Parental permission for photographs is gained as part of the initial registration at Blessed Robert Widmerpool. (Blessed Robert Widmerpool Consent Form).

Camera Phones in School

The use of personal cameras, mobile phone cameras or other recording equipment is prohibited on school premises at all other times.

Employee phones must be kept out of the reach of children in a secure area accessible only to staff. Staff are permitted to use mobile phones during break or lunch time in areas where children or parents are not permitted, such as: the staffroom or school office. Mobile phones must not be used in front of pupils. Employees must not take or transmit images of pupils on their personal mobile phone. These details are outlined in the Staff Handbook which is updated annually and presented to staff to read and sign on the first day of each academic year.

Children are not permitted to bring their mobile phones into school. If personal devices are brought in, they are taken from the pupil by the class teacher locked in the school safe through the day.

Visitors to the school (including parents) are informed of the policy and requested not to use their mobile phones on the premises or take photographs on the school site. School visitor badges also provide these details.

Any objections to this policy should be addressed to the Head Teacher.

If this policy is not adhered to in any instance, the school will seek legal advice and take legal action where appropriate.

Links to other policies/documents

- BRW Consent Form – Visits, Photographs, Website, Social Media and Blogging
- BRW Parent Consent Form – External Photographers
- BRW Safeguarding Policy - Mobile Phones and Cameras in Early Years and Foundation Stage
- BRW Home-School Agreement
- BRW Staff Handbook

Monitoring and Review

This policy and practice is regularly reviewed by SLT and School Governors

Policy Updated: May 2017

Policy Review date: May 2018

Consent Form

Please read the following points carefully and decide if you give consent to:

Local Visits

At times children are taken on local visits to the local library or local area. Please sign to give consent for your child to be taken on these visits.

I give/do not give permission for my childto be taken on local visits

Signed:.....

Photographs

Children are often photographed at school during educational activities.

I give/do not give permission for my childto be photographed at school.

Signed:.....

Internet Access and Publishing of Photographs

All pupils use the computer facilities in school and have internet access. Photographs are often published on the school website, blog, Twitter and Facebook accounts. These are essential communication tools and no photographs are published with accompanying full names.

I give permission for my child's photograph to be published on:

	Yes	No	Signature
The school website			
The school blog pages			
The School Twitter Account			
The school Facebook Page			

Use of the School Blog

Children also have logins for and use our school blog which is a child-friendly sites specifically designed for student use. No personal information about students is disseminated or accessible by those outside the learning community.

We are committed to providing a safe learning environment for all pupils. We follow the safety guidelines outlined in the Children's Online Privacy Protect Act (COPPA - <http://www.coppa.org/>) and pupil participation is closely monitored by staff.

Teacher monitoring of blogging serves to model appropriate and safe online behaviour. Pupils will be shown how to blog safely. First names only will be used on blogs, comments or replies.

I give consent for my pupil to:

	Yes	No	Signature
Have their work published on the school blog			
Create blog posts			
Post comments on the school blog			