

St Peter's C of E Academy
Photography in School Policy

Note: the terms "photograph" and "image" encompass photographs and video.

Introduction

The school recognises that images of staff, pupils and other members of the school community must not be used to illustrate anything that may be viewed as negative in tone, or that may cause offence, embarrassment or distress. The school divides images into four categories:

1. General in school photographs

Photographs are often taken as an important part of the day to day life of the school. These images may be used as part of pupil class books, in school class displays, or if appropriate, in the school prospectus. These photographs help to provide pupils with lasting memories as they pass through school. This category includes annual class and individual photographs, and photographs of school visits etc.

The school will ask the parents of each pupil to give consent for these photographs to be taken when they enter the school. Parents are within their rights to refuse permission. A copy of the consent form will be included in the pupil's record.

2. Newspaper photographs

These images are taken by a photographer from a reputable local or national publication. These images are used as a positive illustration of life in the school. The school will only publish first names of any child with these images.

The school can only be responsible for images taken on school premises; we cannot prohibit the media from taking pictures of any child involved in school activities outside the school premises (such as parades).

The school will ask the parents of each child to give consent for these photographs to be taken when they enter the school. Parents are within their rights to refuse permission, in which case the pupil will not be included in any group of children taking part in newspaper photographs. A copy of the consent form will be included in the pupil's record.

3. World Wide Web

Photographs may be taken for use on the school's web site. The school will only publish first names of any child with these images. The school will ask the parents of each child to give consent for these photographs to be taken when they enter the school. Parents are within their rights to refuse permission. A copy of the consent form will be included in the pupil's records

4. Specific in-school photographs

Parents are permitted to photograph sports days, concerts and productions etc in which their child is taking part. The school will ensure that such occasions are positive, and do not provide

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cause for offence or embarrassment. The school will not accept responsibility for photographs taken by parents. Parents are expected to accept that if their children take part in such events, other parents could photograph them. Parents are responsible for ensuring that any images they take at school events must not be used inappropriately, for example, placing such images on a personal web site. Parents are requested not to post photographs onto social media websites.

Safeguarding pupils

Under no circumstances should staff be expected or allowed to use their personal equipment to take images of pupils at or on behalf of the school.

Staff and volunteers *should*:

- Seek parental consent for photographs to be taken or published
- Only use school equipment
- Ensure that children are appropriately dressed
- Encourage children to tell us if they are worried about any photographs that are taken of them
- Only retain images when there is a clear and agreed purpose for doing so
- Store images in an appropriate secure place in the school in line with GDPR

Staff and volunteers *should not*:

- Take images in a one to one situation
- Take images of pupils for their personal use
- Use personal equipment, including phones to photograph pupils.

At school events where parents are taking photographs of children, these are to be for personal use only and are not to be shared on social media.

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St Peter's C of E Academy - Admission Form

Surname	Forename	Date of birth	Gender
Address		Post code	

Name of Mother	Contact priority 1,2 or 3	Address (if not above)	
Home Phone	Work Phone	Mobile	e-mail
Name of Father	Contact priority 1,2 or 3	Address (if not above)	
Home Phone	Work Phone	Mobile	e-mail
Emergency contact	Contact priority 1,2 or 3	Relationship to child	
Home Phone	Work Phone	Mobile	

Name of address of Dr	
Dietary conditions	
Medical conditions	
Does your child use an inhaler?	

If you have recently moved into the area;

Name and address of previous school. We may use this information to transfer any appropriate records and gain an understanding of their academic progress or behavioural issues.	
Previous home address	

This information is required by the Department for Education.

Ethnicity	National Identity	First Language	Service children Yes / no

Permission Form

Pupil's name (block capitals)	
I give consent for my child to be included in photographs for publication in the media or social media web. This could include in the school newsletter which is uploaded onto our website www.st-peters.wilts.sch.uk only first names will be used, should we wish to use a child's full name (e.g. if they have won an award) we will seek your express permission.	
Signed	Date
I give consent for my child to participate in lessons using the internet under supervision.	
Signed	Date

I UNDERSTAND I CAN WITHDRAW MY CONSENT AT ANY TIME IN WRITING.

Name of person responsible for the child	
Relationship to the child	
Date	

Please note that more information on responsible internet use and our Photography in School policy is available from the school office or on the school web site.

Privacy Notice

We process personal data in line with data protection laws. The Privacy notice informs parents about how information about pupils is used in academies within the Diocese of Bristol Academies Trust (DBAT) the privacy notice, which sets out about personal data we hold about you, why we process that data, who we share this information with in relation to your personal data processed by us is available on request from the school office or on our web site www.st-peters.wilts.sch.uk