



The Village Federation of Carsington & Hopton and Kirk Ireton Primary Schools



Photography and Video Policy

This policy refers to the following areas:

- a. Images taken by staff.
 - b. Images taken by parents and relatives of the children.
 - c. Images taken by pupils.
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1. Pupils are not allowed to use mobile phones or personal cameras during school hours unless with specific prior permission from a member of staff.
 2. A parental agreement form will be sent out annually to cover everyday activities relating to photographs or videos made within normal curricular activities.
 3. The school will have discussion with professional photographers visiting the school and agree their written format.
 4. Children will not be photographed or videoed during swimming or gymnastics or similar sports unless with specific agreement as part of shared good practice between professionals.
 5. Images will be treated as sensitive information and will be kept securely and held for limited time and purposes dependent on the image. Images will only be used for their original purpose unless written consent is given by the subject/parents.
 6. When photos or videos of pupils are published, the school will ensure it does not reveal any personal details of any of the pupils unless with the written consent of parents.

Every effort will be made to ensure that any person (whether parents, relatives, staff or other children) wishing to take photos or videos of the children must inform the headteacher of their intention and obtain her verbal or written agreement before the event. This applies to all school activities.