



CASTLETOWN PRIMARY SCHOOL



Photography Policy Statement

Photographic Permission

At the beginning of each academic year, photographic permission letters will be issued to all children. The permissions gained will remain in force until the beginning of the next academic year, or written instruction by a parent retracting already obtained permission, is obtained.

Any child not returning a permission slip, or a permission slip which is returned with a negative reply, will lead to that child being excluded from general photography in school and may necessitate a restriction of parental photography at events such as assemblies*.

*See section 5 Parental Photography

Curricular Uses of Photographs

Photographs taken for curricular, assessment, security, registration, training and development or travel reasons will not be used for any other purpose. Photographs for use in these situations may be taken and used even if a parent has refused permission for general photographs to be taken.

General Photography

The term general photographs refers to all instances of photography that do not fall under curricular uses. All photographs in this category must be suitable for purpose and not show any circumstances that may cause embarrassment or be deemed compromising.

1. School Trips

Photography by staff on school trips and visits may be used in the curriculum and displayed within the school or at parents' evenings to illustrate the work of the school unless specific objections have been raised by a parent. All photographs must be taken using school equipment. No personal cameras or mobile phones should be used. Parents will be informed at the beginning of the year that photography of trips will take place and be given an opportunity to have their child excluded from such photographs.

2. Photographs Taken by Children

As the school embraces the digital age, photography by children in support of their work will become more prevalent. The photographs taken by the children are subject to the same restrictions as those taken by adults and must be stored accordingly.

3. Publicising the School

Publicity photography is helpful in publicising the success of the school and in promoting educational initiatives. From time to time members of the press and media are invited into schools to cover events celebrating success. However, the views of parents who, for any reason, do not wish their children to appear in such photographs will be respected at all times, with permission being sought before any such material is used.

4. Purchasing Photographs or Images

Parents may be allowed to purchase a copy of a photograph/s of their individual child, or as part of a group, involved in a school activity, if the parents of the other children in the group are in agreement. Any profit gained from such sales will be paid into school fund for either general or specific use.

5. Parental Photography

If photography is permitted, parents and guests should take care to avoid distracting pupils and the audience and should observe any constraints imposed by school staff. Video or sound recording of a copyright musical or theatrical performance is normally forbidden and photography may also be restricted for reasons of child protection, or out of respect for the rights and privacy of individuals. If so, photography opportunities will, instead, be arranged before or after a performance or an event, if possible. If parents are unsure whether or not permission has been given by staff to record a particular performance or event, parents should ask the Head teacher. During all photographic opportunities, parents should be aware that it is the school's policy and Sunderland policy that mobile phone cameras are banned and their use is unacceptable.

6. School Photographer

Class and individual or group photographs are annual school events. Parents will be asked in advance whether or not they wish their children to be included in these events. The school will ensure that only reputable commercial photographers are involved and recognise that the law allows them to retain the copyright in the photographs.

Storage and Retention of Photographs

Photographs should be stored only in the Media drive within the class folder. Under normal circumstances no photographs should be stored on classroom machines or in any other location. If photographs have to be stored in other locations, to facilitate completion of work, they must be deleted immediately the work is completed.

Photographs that are stored should be in a folder that is dated and named to enable easy identification.

Photographs will normally only be retained for the school year that they pertain to. At the end of a school year photo storage files will be deleted. Exceptions will be made for photographs that are being retained to provide an archive, showing the history of the school, or any ongoing project that requires the retention of photographs – storage of these photos will be on the designated drives or CD / DVD disk.

Photographs and the Internet

Through our website, we seek to promote our school. Photographs containing children will only be posted to our website after permission has been sought and gained, in the form of completed reply slips, from parents. Permission must be gained by use of our official Website Permission letters. All completed reply slips and a copy of the original letter, must be handed to the class teacher for storage and will be retained for as long as the photograph/s remain on the website.

Photographs that are posted to the internet must be suitable and not show any child in a compromising or potentially embarrassing situation.

If photographs are used on the internet, no names must be used on the page containing the photographs that could potentially identify the children.

Definition

The terms photo / photograph / photography / photographic used throughout this document refer to any still and moving images that have been recorded either digitally or on film.

Castletown Primary School's photography policy has been drawn up in accordance with data protection and human rights legislation using Sunderland City Council's Guidance Document as the main source.

Review Date: Autumn 2018