


Prospect Hill Infant and Nursery School



Photography Policy

Agreed By Governors: Autumn Term 2018

Review Date: Autumn Term 2019

Signed:  f.f. Chair of Governors V. Hamon

Signed:  Head Teacher

***Due regard has been given to equality
legislation when updating this policy***

Photography Policy - Prospect Hill Infant and Nursery School

Photographs taken in school by school staff

Photographs/Recorded Images of children involved in school activities and events are used in school for a range of purposes.

- To provide evidence of work in the children's workbooks and assessment files or school portfolio.
- To promote the school on the website or prospectus and other publishing e.g. local press.
- To display activities and work to parents.

In school:

- There will be no direct link between an image and an individual except for in a child's assessment file and workbooks.
- Photographs/Recorded Images will be stored in a secure location and accessed by authorised staff.

To comply with the Data protection Act 2018 and General Data Protection Regulation, consent is gained from parents / carers for photographs to be taken in school by school staff. Please see appendix 1

Where consent is not gained, photographs / images are not taken of that child in school by school staff.

Photographs taken by parents / carers at school events

1. The use of mobile phones within teaching areas or areas that are frequented by children is not allowed.
2. For safeguarding reasons, photography or recordings are not permitted at school events. This includes assemblies, Christmas productions, Sports day, showcases, this list is not exhaustive. Staff members at these events will remind parents / carers that photography / recordings are not allowed at the event.

The signing in sheet at all events will also state: **Photographs and recordings are not permitted at this event.**



APPENDIX 1

Use of Photographs/Recorded Images in School

To the Parent or Guardian of:

Name of child :

Photographs taken in school by school staff

Photographs/Recorded Images of children involved in school activities and events are used in school for a range of purposes.

- To provide evidence of work in the children's workbooks and assessment files or school portfolio.
- To promote the school on the website or prospectus and other publishing e.g. local press.
- To display activities and work to parents.

In school:

- There will be no direct link between an image and an individual except for in a child's assessment file and workbooks.
- Photographs/Recorded Images will be stored in a secure location and accessed by authorised staff.

To comply with the GDPR we need your permission to take photographs/recorded images. Please sign and return to school.

I give consent for photographs/recorded images to be taken in school as stated below. Please tick

To provide evidence of work in the children's own and other children's workbooks/assessment files/school portfolios.

To promote the school on the website or prospectus and any school correspondence that showcases work/events in school

To display activities and work to parents.

Or

I am not happy for school to take or use photos of my child.

If you change your mind at any time, please let us know by e-mailing us at admin@prospecthill.notts.sch.uk, ringing us on 01909 486374 or by calling into the school office

Signed.....Parent/Carer Date:

We have a photography policy. The policy is available on our website or in the school office. If you have any question or concerns, please contact Mrs Rose - Head Teacher