The Meadows Primary School
Photograph Policy

There are two issues regarding the taking of photographs and video recordings of children at school. These are:

- Photographs or video recordings taken by or for the school itself, for use in its prospectus, marketing and publicity materials, websites, decorative posters etc. All such photographs are deemed to be covered by the Data Protection Act 1998.
  'An image of a child is personal data for the purposes of the Act and it is a requirement that consent is obtained from the parent of a child under the age of 18 for any photographs or video recordings for purposes outside the school's core educational function'.

- Photographs or video recordings taken by parents, relatives, carers, etc., usually of specific events such as school plays and performances, and sports days. These, as long as they are for personal use, are not covered by the Act. However, images or recordings cannot be used for commercial purposes, published, posted on websites or in any way entered into the public domain without the express written permission of all those appearing.

The aim of this Policy is to address these two issues both with due regard to compliance to the Data Protection Act and child protection.

Before hosting an event, where parents or carers are permitted to take photographs or videos, we will ensure that written consent has been obtained for **all** children involved. If any of the images taken include other children, parents will be reminded that they must not be shared electronically without additional consent from the other parents concerned.

The Headteacher or a senior member of staff will give clear guidance at the start of an event that any images or recordings taken must be for private use only and must not be shared through any electronic means i.e. posting onto social media, or shared via mobile phone apps or email.

A consent form (see Appendix 1) will be sent to parents as their child begins at The Meadows Primary School, with a letter outlining the policy and a guide for parents in taking photographs at school events, such a sports day (see Appendix 2).

Last reviewed: Spring 2025
Next review: Spring 2028

The Meadows Primary School
Photograph Policy

Appendix 1

School Permissions 2024-2025

Name of child: ……..…….. Year Group: ……

Each year we request an annual update of the permissions we hold for each child in school. This is completed at the start of each new academic year to ensure that your child's new class teacher is aware of your current consent details.
Please could you complete the tick boxes below to indicate your agreement with the following aspects of our work in school.

	Yes	No
1. Do you permit your child to access the Internet at school? *It is school policy that children are only able to access the Internet under adult supervision. Each term class teachers also review the guidance for children keeping themselves safe online.*		
2. Do you give permission for your child to be involved in our daily worship? *Each day we have either a whole school or class-based assembly.*		
3. Do you give your permission for your child's photograph to be used in our School Prospectus and other printed promotional publications? *Our prospectus is updated annually and is made available electronically via the school's website. We like to include photographs of children undertaking a variety of school activities to give new parents a flavour of school life. Children are not named in this publication.*		
4. Do you give your permission for your child's photograph or video clips of your child to be used on our school website? *We are keen for our class pages to be used to keep parents and carers more regularly updated with work going on in class. By giving your permission your child's class teacher will be able to upload photos onto their class page on the school website. Children would not be named in these instances.*		
5. Do you give permission for your child to take part in Relationships and Sex Education? *This would be at an age-appropriate level, following our agreed school policy and scheme of work called 'Respect Yourself'*		
6. Do you consent to your child receiving emergency medical aid? *If you answer no to this question, you must discuss what you will or will not allow with the Head teacher, Mrs Morris.*		
7. Do you give permission for your child's photograph to be taken and used by local newspapers? *Local newspapers often come in to school to take photographs of school events or special achievements. In these instances, full names of children are often requested to accompany the photograph.*		
8. Do you give your permission for your child's photograph to be taken and used by venue/organisational staff during educational, off-site visits? *When on school trips, we are often asked by venue staff, or organisations, if they can take children's photographs for publicity purposes, which may involve posting photographs (without children's names) onto the Internet.*		
9. Do you give permission for photographs or video images of your child to be taken by other parents during whole school events such as Christmas Performances or our annual Sports Day? *It is school policy that these images are kept for personal use only by families and not published on the internet or shared electronically in any other form.*		
10. Do you give permission for your child's full name to be published on our Weekly Newsletter? *The newsletter is also published online weekly via the school's website.*		
11. Do you give permission for your child's birthday (in the format 17th May) to be published on our Weekly Newsletter during the week of their birthday? *The newsletter is also published online weekly via the school's website.*		

Signed: …… PRINT NAME: ……..… Date: ……..

You have the right to withdraw your consent for these permissions at any time.
To do so, please put your request in writing to the school's Headteacher, Mrs Karen Morris.

Last reviewed: Spring 2025
Next review: Spring 2028

The Meadows Primary School

Photograph Policy

.

Appendix 2

A guide for parents who wish to photograph and/or video a school event

By following some simple guidelines, we can proceed safely and in accordance with the law.

- Parents and carers can use photographs and videos taken at school event for their own personal use only.

This is a requirement in law. The Data Protection Act 1998 considers an image of a child to be personal data for the purposes of the Act and does not permit such photos or videos to be sold, put on public display or to be put on the web/internet. (Recording or photographing other than for private use would require the consent of all the other parents whose children may be included in the images.)

- Parents and carers must follow guidance from staff as to whether photography and videoing is permitted at any school event and where to stand in order to minimise disruption to the activity.

- Parents and carers must not photograph or video children changing for performances or events.

- People that school staff do not recognise using a camera or video recorder, may need to have their identity ascertained.

- Some children, families and staff may have a complex family background which means that sharing their image online can have unforeseen consequences.

Please note that it is a requirement of the Data Protection Act that photographs or videos containing images of children other than your own child **MUST NOT,** under any circumstances, be posted onto the internet. This includes photo sharing sites such as Facebook, Instagram, Flickr etc

Any parent, carer or relative found to have ignored this request will be asked to immediately remove the images and may be banned from taking any photographs or video recordings at future school events.

The governors and staff at The Meadows Primary School remain keen to allow parents and carers the opportunity to capture the special events in children's lives.

By abiding by the guidelines set out in this document, you will be helping to ensure that all children at the school remain safe and that the opportunity to photograph and video children at school events continues.

Always ask permission before sharing photos or videos online—once posted and shared online any image or video can be copied and will stay online forever.

Sites such as Facebook and Flickr will remove unauthorised images of children under 13 years if they are contacted by parents/carers.

To keep all members of the school community safe, we must all **'Think Before We Post'** photos and videos online. Thank you for your co-operation.

Last reviewed: Spring 2025
Next review: Spring 2028