

THE IONA SCHOOL and NURSERY

Photography Policy revised Sept 2018

Prepared using

Keeping children safe in education sept 2018

EYFS statutory framework 2017

Aims

The Iona School and Nursery aims to keep all children within its care safe. This includes raising awareness of potential danger through the taking of, and /or distributing of, photographs or moving images.

This policy will clarify the rules surrounding photography in school.

Definition of Photography

For the purposes of this policy, the word "photograph" is used to refer to images in any format, moving or still, recorded on any equipment (for example camera, mobile phone, video recorder)

Photography by the School

When children start school their parents/carers will be asked to sign a permissions agreement (Appendix A) so that the school may take photographs, place pictures on the school website, in displays in school, in the media (such as County Press) class year book or in the School Prospectus. Requests by parents to not grant this permission will be fully respected by the school. A senior member of staff will check all images before public display.

School Trips

On occasion if pupils are on a residential trip, there may be group pictures taken and distributed amongst that class. Parents will be asked to sign a consent form that year giving permission for their child to take part in these pictures and that they understand that the images will be shared amongst that class and the staff or volunteers with the group. It is worth noting that all volunteers are fully DBS checked and subjected to a stringent interview procedure. **These images must not be shared by parents on any form of social media by other parents**

School plays and festivals

The school will have a designated member of staff with safeguarding training who will take pictures of the children on the school camera at plays. These will be given to the class teacher; they will only be shared amongst the class parents with the express written permission of all parents in that class.

If a parent is seen to be taken pictures, staff will ask them not to do so. Before each play and festival, parents will be emailed a reminder and there will be notices on the day.

Photography by Parents & Visitors

Unless **specific permission** is given by a senior member of staff, and it is used in the presence of an agreed member of staff and checked by a DSL the use of cameras, video cameras, mobile phone cameras or any other image capturing device on the school premises during school hours or when children are present by parents/carers, visitors or contractors is **not permitted**.

Visitors are **not permitted** to take photographs and recordings during festivals and other gatherings. We have a duty of care to protect all children, one well-meaning photo placed on social media can have devastating effects.

Child protection and schools

The School manager should decide whether publishing a photograph in any format, might pose a risk to a child. Consideration in particular is made to any other information about the child, such as name, accompanying that photograph. Special consideration must be given to children who are known to be fostered/adopted and the views of the foster/adopted parents sought.

Data protection and Vulnerable Children

When taking photographs of Vulnerable children for publication the following should apply:

- Photographs should only be taken in consultation with the Nottingham children and families, social care team.
- Children, if of an age to do so, should give their consent to the photo being taken and used for publicity
- The parents(guardians/carers) of the children should be consulted prior to publication of their children's photos
- Where there is an interim care order or care order in force the responsible officer in the Council should also give consent to the child's photograph being published.

Child protection and Vulnerable Children

Care must be taken when publishing any information with photographs that could identify Vulnerable Children or could result in direct contact being made with them.

Anyone wishing to publish photographs of Vulnerable Children should consult the Children and Families: Social Care team in children's services

Photography by Pupils

- Pupils will want to take photographs to mark occasions such as school trips etc. **this is not permitted**
- Strong action is taken against pupils taking inappropriate photographs or using photographs for deliberate misuse, harassment or bullying.
- Any phones /photographic devices brought into school by children must be left with their teacher at the start of the day and retrieved at the end of the day.
- If an early years child is sent to school with a mobile camera phone, the parents must be told not to allow this to happen again.

Photography by Staff

- Staff phones/ camera phones are allowed to be used in the staff room during break times and may be taken onto the land for emergency use only.
- At no point is a camera phone allowed near early years children on the land. If these children are out, staff must lock phones away
- No images of pupils will be taken on personal image recording devices at any time. This is to ensure safeguarding of pupils and staff.
- Camera phones are not allowed into the nursery, kindergarten or classes under any circumstances.
- Only the designated school camera is to be used by staff, staff must not take images home or work from home using children's images.

Related policies

- Safeguarding
- Social media

Issue date


This policy takes effect from the April 2013

Review date

This policy will be reviewed and revised by the school manager on an annual basis.

Endorsement

Full endorsement to this policy is given by:

Name: Mr Martin Taylor
 position: Iona School Trustee
 Signed: 
 Date: 8/09/18

IONA SCHOOL ASSOCIATION

PHOTOGRAPHY CONSENT FORM

It is of great benefit to Iona School & Nursery to document children during classroom activities, events on the land, festivals and class visits. For marketing purposes these images help to us to show people what life is like at Iona School & Nursery. We use photographs on our website, on the school’s Facebook page, in our school prospectus, for displays in school and at external events, and also for slide shows in school.

By signing this consent form you will also be giving us permission to photograph your children for annual school photographs (individual, class and school photographs) at an appropriate time during the school year.

I/We hereby give consent for my child/children (listed below) to be photographed by whoever the Iona School Association deems appropriate. I/We also give consent for the photographs to be used for display, documentation and marketing purposes.

May we use your child’s photograph around the school and in publications? YES / NO

May we use your child’s photo/recording on the school website? YES / NO

May we use your child’s photo/recording on the school’s facebook page YES / NO

May we allow newspapers/radio/TV to photograph and/or video your child? YES / NO
(It may also appear on their website)

Signature of Parent/Guardian.....

Print Name

Date

Address.....

Child(rens) Name/s

Please return this form to Dominique Allen once completed.

The Iona School & Nursery