

South Otterington C of E Primary School Policy for photo consent

From time to time the local press ask or are asked to publish features about the school and events that we have held. These are usually accompanied by photos. In the past pupils in the photographs have been named. However following County council guidelines based on the Data Protection Act 1998 no child will be named in the press, on a website or in any promotional literacy.

All schools have received advice from the Education Department regarding photographing/filming pupils whilst engaged in school-organised activities. The relevant sections from the advice are:-

“Photographs are rightly used by schools for display purposes to allow pupils, parents and visitors to view activities pursued by the pupils..... and to allow pupils to recall trips, concerts and enjoyable class experiences.

- 1. If the **initiative to photograph or record comes from the school** (for display, handbook, promotional video, archive, website etc.), then prior written parental consent must be obtained. A “blanket” consent to such photographing / videoing covering all such feature eventualities will be acceptable.*
- 2. If a **website is used**, it should not contain any information that identifies or allows direct contact with the pupil e.g. photographs of named pupils.*
- 3. If the **initiative to photograph is coming from the parent/guardian/public audience** then the duty of care must be exercised in the relation to the legitimacy of purpose and use. Before the event, the school should inform parents that they may do so only for personal and domestic use and no other use. It is advisable to state this on consent forms – as well as on programmes, tickets etc, where it is felt appropriate.*
- 4. Where a pupil is to be photographed / videoed individually (presentations, awards or for interview) parental permission should be sought individually in advance.*
- 5. Where parents / guardians refuse permission for the pupil to be photographed / videoed – **or do not return the consent form** – the pupil has to be removed from any situation where photographs / videos are being taken”. Each member of staff has a list of names and there is also a list in the school office.*

At whole school events such as sports days, Christmas concerts etc. the headteacher will always remind visitors that photographs can be taken for personal use only (see point 3). Parents who have not given parental consent for photographs will be given advanced notice of these events and it is up to parents and carers to withdraw their children from whole school events if they do not feel comfortable with these arrangements.