

# Loxwood Primary School

## Photograph and Filming Policy



**LOXWOOD**  
SCHOOL

**Approved by:**

Governing Body

**Date:** September 2024

**Next review due by:**

September 2025

## 1. Aims

The purpose of this policy statement is to:

- protect children and young people who attend Loxwood Primary School, specifically those where photographs and videos may be taken
- set out the overarching principles that guide our approach to photographs/videos being taken of children and young people during our events and activities
- ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people.

This policy statement applies to all staff, volunteers and other adults associated with Loxwood Primary School.

## 2. Legislation and guidance

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. Summaries of key legislation and guidance is available on NSPCC Learning: [Online abuse legislation and guidance](#). [Child protection legislation and guidance](#).

## 3. Responsibilities

### **We believe that:**

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely.

### **We recognise that:**

- sharing photographs and films of our activities can help us celebrate the successes and achievements of our children and young people, provide a record of our activities and raise awareness of our organisation
- the welfare of the children and young people taking part in our activities is paramount
- children, their parents and carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation
- consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used and stored, and are fully aware of the potential risks associated with the use and distribution of these images
- there are potential risks associated with sharing images of children online.

### **We will seek to keep children and young people safe by:**

- always asking for written consent from a child and their parents or carers before taking and using a child's image
- always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images of children
- making it clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published
- not using the names of children whose images are being used in our published material whenever possible (and only using first names if we do need to identify them) Names on sports/leavers hoodies will be blurred.
- never publishing personal information about individual children.
- making sure children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information)

### **Reducing the risk of images being copied and used inappropriately by:**

- only using images of children in appropriate clothing
- avoiding full face and body shots of children taking part in activities where there may be a heightened risk of images being misused. We will not take photos of children swimming or in pyjamas.

- using images that positively reflect young people’s involvement in the activity.
  - images used on social media will only be of the backs of the children’s heads, any images of children’s faces will be restricted to those with permission and only two photos per post. These photos will be staged by the class teacher and will only include children who have permission. When there is a sporting event, children who do not have permission must wear a coloured bib. Staff will be responsible for checking the permissions list, which is updated by the office manager. The photos will be sent to a member of SLT to be double checked before posting.
- We will also develop a procedure for reporting the abuse or misuse of images of children as part of our child protection procedures. We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe.

#### 4. Photography and/or filming for personal use

When children themselves, parents, carers or spectators are taking photographs or filming at our events and the images are for personal use, we will announce details of our photography policy before the start of the event. This includes:

- reminding parents, carers and children that they need to give consent for Loxwood to take and use their images
- asking for photos taken during the event not to be shared on social media or asking people to gain permission from children, their parents and carers before sharing photographs and videos that include them
- recommending that people check the privacy settings of their social media account to understand who else will be able to view any images they share
- reminding children, parents and carers who they can talk to if they have any concerns about images being shared.

#### 5. If consent is not given

If children, parents and/or carers do not consent to photographs being taken, we will respect their wishes. We will agree in advance how they would like to be identified so the photographer knows not to take pictures of them, and ensure this is done in a way that does not single out the child or make them feel isolated. We will never exclude a child from an activity because we do not have consent to take their photograph.

#### 6. Storing Images

We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law. We will keep electronic images in a protected folder with restricted access. Images will be stored for a period of 7 years. We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones. Loxwood discourages staff from using any personal equipment to take photos and recordings of children. Only cameras or devices belonging to the Loxwood should be used. Any photos should be downloaded to the google drive and deleted from the device immediately.

#### 7. Links with other policies

This policy statement should be read alongside our organisational policies and procedures, including:

- Safeguarding and child protection policy and procedures.
- Code of conduct for staff and volunteers.
- Online safety policy and procedures for responding to concerns about online abuse