



CROWTHORNE CHURCH OF ENGLAND PRIMARY SCHOOL

Photography Policy

Status of Policy	Date
Reviewed	Every 2 years
Ratified by governors	March 2025
Review date:	March 2027

Our school policies reflect our vision of

*Inspiring and enabling our school community to live life to the full,
promoting excellence and nurturing compassion, honesty, trust, hope,
respect, thankfulness and courage.*

John 10 v 10:

Jesus said: "I have come that they might have life, and have it to the full"



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Photography Policy

This policy should be read in conjunction with the E-Safety & Acceptable Use Policy.

Guidance for photographing and recording children during events and activities

It is important that children and young people feel happy with their achievements and have photographs and films of their special moments. Family and friends also want to be able to share the successes of their children when they have been part of a special event or activity.

However, it is also important to be aware of safeguarding issues when people are taking photos or filming at events. The potential for misuse of images can be reduced if the school community is aware of the potential risks and dangers and put appropriate measures in place.

Risk factors

Some of the potential risks of photography and filming at events include:

- children may be identifiable when a photograph is shared with personal information
- direct and indirect risks to children and young people when photographs are shared on websites and in publications with personal information
- inappropriate photographs or recorded images of children
- inappropriate use, adaptation or copying of images

Photography Policy

We have developed this policy to use for images of children and young people that are going to be used in publications, websites and social networking sites. The policy can also be used to help children, parents, staff and volunteers understand how photographs can be shared more safely.

At Crowthorne CE Primary School we:

- do not use children's full names in photograph captions. If a child is named we avoid using the photograph
- use a parental permission form to obtain consent for a child to be photographed and videoed
- only use images of children in suitable clothing to reduce the risk of inappropriate use. Some activities, for example swimming and drama, present a much greater risk of potential misuse
- do not allow photographers unsupervised access to children. We ensure that they are supervised by a member of school staff at all times and clarify what the photos will be used for (where they will be published and when)
- do not approve photography sessions outside the event or at a child's home

We also have an acceptable use policy for using photographs, which include asking parents not to share photos on social media.

We ask parents to only photograph their own children during school events and reiterate that images taken during school activities should not be shared on social media.

Ratified by the Governing Body: March 2025

Review date: March 2027

Images of children taken during school hours are only shared on Twitter and the school website after consent is given by parents on the Admissions Form. Videos taken are only uploaded onto the school's website. No other platform is to be used.

Seeking consent for children and young people

This ensures they're aware that they are being photographed and understand what the picture is going to be used for.

We obtain parental consent to use an image for promotional purposes. Through our welcome pack we make sure parents and carers are aware of the school's photography policy, and we ask parents to sign a consent form for use of their child's images. A record is kept in the file containing the data sheets.

Storing images securely

Images or video recordings of children must be kept securely. Hard copies of images should be kept in a locked drawer and electronic images should be in a protected folder with restricted access, unless displayed with a Healthcare Plan.

Images should not be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

Staff are instructed to use cameras or devices belonging to the school or organisation.

Permission must be sought from the Head if any personal devices are to be used. Photos must be transferred to the school's secure network immediately and the photos must then be deleted. The device must not be taken out of school until the photos have been deleted.