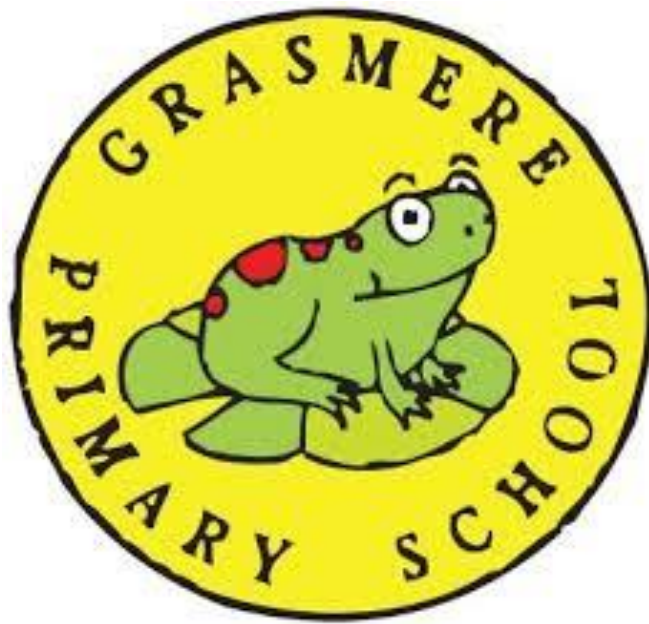


Grasmere Primary School



Photographic and Video Images Policy June 2014

1. Introduction

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002, and in line with government publications: 'Working Together to Safeguard Children' 2013, Revised Safeguarding Statutory Guidance 2 'Framework for the Assessment of Children in Need and their Families' 2000, 'What to do if You are Worried a Child is Being Abused' 2003. The guidance reflects, "Keeping Children Safe in Education" 2014.

The Governing body takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.

At Grasmere Primary School we recognise that all adults, including temporary staff, volunteers and governors, have a full and active part to play in safeguarding our pupils by protecting them from harm, and that the child's welfare is our paramount concern.

All staff believe that our school should provide a caring, positive safe and stimulating environment that promotes the social, physical and moral development of the individual child. We are in agreement with the guidance given by the Information Commissioners Office (ICO) that there is no law stopping parents from taking photographs of their children at school events as photographs taken purely for personal use are exempt from the Data Protection Act 1998.

We understand that photographs taken for official use and stored electronically with other personal data may be covered by the Data Protection Act 1998. In circumstances where the Act does apply such as photographs for official school use we will take the advice of the ICO and take a common sense approach by informing and seeking the permission of pupils and their parents before any form of publication.

We will inform parents when the school has given permission for an official press photographer to take photographs during a school event which will then appear in the local press or in some other publication.

We believe this policy complies with the requirements of the Data Protection Act and also allows parents/carers to capture those precious moments when their children are taking part in school events. However, we still feel it courteous to seek the permission of parents/carers when we want to use images of their children in the school prospectus, on the school website, appear in printed educational publications, or appear on a professional video that will later be sold to raise money for the school.

We believe we have a duty to prevent the unauthorised taking and publication of images of school personnel. We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the

United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views. We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

2. Aims

- To provide a common sense approach to the taking of photographic and video images of children during school events.
- To comply with the requirements of the Data Protection Act 1998 and Human Rights Act 1998.
- To work with other schools to share good practice in order to improve this policy.

3. Responsibility for the Policy and Procedure Role of the Governing Body

The Governing Body:

- has delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
 - will decide the conditions that apply to the taking of photographs at all school events in order that children are kept safe and that the performance is not disrupted and children and staff are not distracted;
 - has a duty to prevent unauthorised taking and publication of images of school personnel;
 - will protect the rights of school personnel by:
 - banning the use of mobile photographic phones by pupils in school;
 - where a parent takes a photograph of a member of the school personnel without that person's permission then we will request that the image is destroyed;
 - obtaining their permission to use their photographic image on the school website or in a school publication
- * has responsibility for ensuring that the school complies with all equalities legislation;
- * has nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- * has responsibility for ensuring funding is in place to support this policy;
- * has responsibility for ensuring this policy and all policies are maintained and updated regularly;
- * has responsibility for ensuring all policies are made available to parents;
- * has the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- * has nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- * has responsibility for the effective implementation, monitoring and evaluation of this policy

4. Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
 - protect the rights of all children in the school;
 - protect the rights of school personnel;
 - work closely with the link governor and coordinator;
 - provide leadership and vision in respect of equality;
 - provide guidance, support and training to all staff;
 - monitor the effectiveness of this policy;
 - annually report to the Governing Body on the success and development of this policy
- Role of the Nominated Governor The Nominated Governor will: ♣
- work closely with the Headteacher and the coordinator;
 - ensure this policy and other linked policies are up to date;
 - ensure that everyone connected with the school is aware of this policy;
 - report to the Governing Body every term;
 - annually report to the Governing Body on the success and development of this policy

5. Role of School Personnel

The Governing Body acknowledges that:

- school personnel have the right not to have their photograph taken without their express consent;
 - under Article 8 of the Convention – Human Rights Act 1998 that individuals have the ‘right to respect for private and family life.’ This right is infringed where images of employees are taken without their consent, and especially where these images are manipulated or published without their consent
- School personnel will:
- comply with all aspects of this policy; Grasmere Primary School
 - implement the school’s equalities policy and schemes;
 - report and deal with all incidents of discrimination;
 - attend appropriate training sessions on equality;
 - report any concerns they have on any aspect of the school community

6. Role of Pupils

Pupils will:

- be aware of and comply with this policy;
 - listen carefully to all instructions given by the teacher;
 - ask for further help if they do not understand;
 - treat others, their work and equipment with respect;
 - support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
 - liaise with the school council;
 - take part in questionnaires and surveys
- Role of the School Council The School Council will be involved in:
- determining this policy with the Governing Body;
 - discussing improvements to this policy during the school year;

- organise surveys to gauge the thoughts of all pupils;
- reviewing the effectiveness of this policy with the Governing Body

7. Role of Parents and Carers

- Parents Parents/carers will be asked to complete the consent form so that images of their children may be used:
 - in the school prospectus;
 - on the school website;
 - on video or webcam;
 - in the media
 - appear in any printed educational publication
 - appear on a professional video that will later be sold to raise money for the school

Parents will be reminded that photographs must not be taken of children when they are changing for any school event.

Parents/carers will:

- be aware of and comply with this policy;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school Grasmere Primary School Raising

8. Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

9. Training

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

10. Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

11. Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor. A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

12. Linked Policies

- Safeguarding & Child Protection
- Visitors & Contractors
- School Security

Review date June 2016