

Our Lady of Lourdes RC Primary School



An Academy School Part of
The Good Shepherd Catholic Trust



Photo and Images Policy

Our Mission Statement:

We are a catholic school. We strive to be a sign of Christ's presence in the world. We follow Jesus.

Date Approved by Governing Body:	23/11/2028
Date To be Reviewed by:	Autumn 2028
Signed By:	Richard Sharman - Chair of Governors

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Circulation: This policy is addressed to all members of staff and volunteers and is available to parents on request and from the [school website](#). It applies wherever staff or volunteers are working with pupils.

Please note: ‘School’ refers to Our Lady of Lourdes RC Primary School and ‘parents’ refers to parents, guardians and carers.

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Scope and Definitions

This policy sets out general rules about the capture and distribution of images and photographs of pupils as well as giving staff and parents guidelines on the subject. It applies to activities on school premises or as part of off-site events or trips.

“Image capture”, “photography” and “videoing” refer to any kind of image capture still or moving that can identify an individual. That is obtained by any photographic device including still image cameras, video cameras, webcams and photographic enabled mobile telephones, and any other type of image capture device not specified here, whether digital or not, using technology existent at this time or in the future. The storage of such images includes film negative, film positive (e.g. transparencies and slides, movies, etc.), photographic paper, digital media, magnetic tape and any other kind of storage method able to be used for the storage of images, still or moving, available now or in the future.

This relatively short policy is part of our strategy for safeguarding children within our care. The school complies with *Keeping Children Safe in Education* and should be read in conjunction with our other [policies](#).

General principles for staff

Every reasonable effort must be made to minimise risk of inappropriate capture and distribution of photos and images. This includes:

- securing parental consent for the use of images of their children
- not using photographs of pupils or staff who have left the school without their consent
- ensuring that pupils and staff are appropriately dressed
- ensuring that pupils’ names are not used alongside images in publicly-available material
- not using an image of any pupil who is subject to a court order;
- storing images securely and accessible only by those authorised to do so
- storing images securely (whether physical or digital) with appropriate access controls
- ensuring staff are appropriately informed about this policy
- the school cannot accept verbal consent
- images will not be stored on personal devices (only school devices will be used)

Safeguarding

There may be a risk to the welfare of children when individual children can be identified in photographs. This policy is designed to minimise risk.

Where the capture or distribution of images of children raises a safeguarding concern, one of the [Designated Safeguard Leads](#) must be contacted immediately.

Further details on safeguarding procedures are available in our [Child Protection Policy](#).

Data Protection Act

Photographs and video images of pupils and staff are classed as personal data under the terms of the Data Protection Act 2018. Therefore, using such images for school publicity purposes requires the consent of the pupils' legal guardians. In line with the Data Protection Act, everyone responsible for using data has to follow strict rules called 'data protection principles'. They must make sure the information is:

- used fairly and lawfully
- used for limited, specifically stated purposes
- used in a way that is adequate, relevant and not excessive
- accurate
- kept for no longer than is absolutely necessary
- handled according to people's data protection rights
- kept safe and secure
- not transferred outside the UK without adequate protection

Photography and image capture in school

Images of pupils may be captured as part of the educational process. Recordings of pupils for school purposes will only ever be taken using official school equipment or by a designated external professional. Staff must not take or transmit any recording of pupils on any personal device. Staff should also be aware that taking photographs of colleagues using personal devices should only happen with the permission of that member of staff.

Images of pupils or staff must not be displayed on websites, in publications or in a public place without specific consent. The definition of a public place includes areas where visitors to the school have access. Where photographs are taken at an event attended by large crowds, this is regarded as a public area so it is not necessary to get permission of everyone in a crowd shot. However, every effort will be made to inform attendees that photographs are being taken (for example through signage).

On occasions, commercial video films may be made of children on educational visits and performing in school productions. The school will inform parents and collect consent where arrangements have been made for a commercial photographer to film such an event.

Media permissions must be kept on file (see the permission form at the end of this document). They will be processed in line with the [Privacy Notice for Parents and Pupils](#), which is accessible from the schools website.

Photography and image capture by parents

As a rule no parent or visitor is permitted to use a camera (including a mobile phone's camera facility) whilst on school premises. However, the Data Protection Act does not apply to photographs or films taken for personal use by family and friends and it is usual for parents to want to take photographs and videos of children at school events.

Exceptions to this rule are therefore made for some¹ specific events such as plays, recitals, concerts, sporting events, open days or other promotional events. We strongly advise parents against the publication of any such photographs on the internet (e.g. on social media), and we will request parents to remove any such material if we deem it illegal, harmful or inappropriate in any way.

Where appropriate, our policy regarding this matter should be explained clearly to parents by a member of staff before difficult situations arise.

Photography and image capture by pupils

Staff will supervise and maintain control over any photographing or recording that pupils do during school activities, whether in school or off-site.

Publicity

Schools need and welcome publicity. Children's photographs add colour, life and interest to articles promoting school activities and initiatives. Making use of photographs for publicity materials and to promote the school in the press can increase pupils' motivation and staff morale, and help parents and the local community identify and celebrate the school's achievements. However, photographs must be used in a responsible way. Schools need to respect pupils and parents' rights to privacy and be aware of potential child protection issues.

Monitoring

It is the responsibility of all school staff to support and monitor this policy. Any concerns should be brought to the attention of the Headteacher.

¹ We reserve the right to prohibit the use of cameras for some events if deemed inappropriate by staff.

Appendix 1 - Permission Form

Permission Form
*Please return this completed permission form to the
 School Office*

Pupil's name:		Class:	
<p>I give permission for the school to use digital media in the following ways (please answer Yes or No to each section). I understand that no personal information will be linked to any photographs or videos. Please note - Images taken may include activities in school, during workshops and on school trips.</p>			
		Yes	No
Internally within the school <i>Display Boards & Exercise Books</i>			
Informational Literature to be published on our website <i>e.g. School Newsletter, end of year booklet etc.</i>			
Professional class/year group photograph			
Nursery Only - End of year publication belonging to other children in the class (My Special Book)			
My child's first name can be shared as a class list for Christmas cards (Infants and Early Years Only)			
Parent's signature:		Date:	
Please PRINT name:			

Your consent will be valid until the end of Key Stage 1 and then renewed again for Key Stage 2. You have the right to withdraw your consent to any or all of the above at any time if you choose by contacting us at admin@ourladyoflourdes.redbridge.sch.uk. Please note we would not be able to recall or destroy materials already published. Where consent is in place we will retain original images on our systems in line with our data retention policy.