

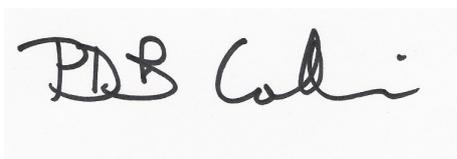


Kepier
Believe in you

Policy Statement

Photography (Protection of Learners)

- Produced By: Mrs J Taylor
- Ratified By: F&GPC 23 November 2011
- Review Date: As Required

A handwritten signature in black ink on a light grey rectangular background. The signature reads "PDB Collins".

Dr PDB Collins
Chair of Governing Body

Kepier has adopted and customised the LA policy in line with safeguarding procedures. November 2011.

Introduction

Kepier has a photography policy, which is in accordance with data protection and human rights legislation.

Photographs taken for curricular, assessment, security, registration, training and development or travel reasons will not be used for any other purpose.

Publicity photography is helpful in publicising the success of the Academy and in promoting educational initiatives. From time to time members of the press and media are invited into the Academy to cover events celebrating success. However, the views of parents who, for any reason, do not wish their children to appear in such photographs will be respected at all times, as will the views of the learners themselves.

School Trips

Photography by staff on trips and visits may be used in the curriculum and displayed within the Academy or at parents' evenings to illustrate the work of the school. Parents may be allowed to purchase a copy of a photograph of their individual child, or as part of a group, if the parents of the other children in the group are in agreement.

Concerts/Plays/Prize-giving/Sports Days

If photography is permitted, parents and guests should take care to avoid distracting learners and the audience. They should observe any constraints imposed by school staff. Video or sound recording of a copyright musical or theatrical performance is normally forbidden and photography may also be restricted for reasons of child protection or out of respect for the rights and privacy of individuals. If so, photography opportunities will, instead, be arranged before or after a performance or an event, if possible.

If parents are unsure whether or not permission has been given by staff to record a particular performance or event, parents should ask the Principal.

School Photographer

Class and individual or group photographs are regular school events. Reputable commercial photographers are involved and the law allows them to retain the copyright in the photographs.

Guidance

1. Introduction

- 1.1 Photography of learners in schools is subject to the Data Protection Act 1998 regarding the rights of individuals to have information of a personal nature treated in an appropriate manner and the Human Rights Act 1998, protecting the privacy of individuals and families. As well as these statutory rights, restrictions on photography arise from issues of child protection and copyright in performances (paragraph 4.4).
- 1.2 In this guidance, '*photography*' includes photographic prints and transparencies, video, film and digital imaging and '*in school*' is whenever and wherever pupils and young people are the responsibility of the School Governors/Children's Services. '*Parent*' means anyone with parental rights and responsibilities in relation to a pupil.
- 1.3 This guidance is intended to:
- facilitate photography for the business purposes of the Academy;
 - respect the rights of the individual;
 - safeguard child protection;
 - allow personal family photography where possible.
- 1.4 Sensitivity is as important in dealing with photography as it is in processing other personal data. Court cases have occurred because photographs have been used inappropriately. For example, parents objected to a picture of their child with special needs, taken without their knowledge or permission and used to illustrate an 'aids strategy' document. Objections have arisen as a result of photographs being used many years later when the subject's circumstances had significantly changed.
- 1.6 A clear policy statement will be published outlining that the use, specifically of mobile camera phones, during school time is not acceptable. This is in view of the risks inherent in such use, possibly but not necessarily covert, which include the existence and/or distribution of photographs contrary to the wishes, welfare and privacy of young people and staff.

2. Photography by School Staff

- 2.1 The business of the Academy can involve staff in the photography of young people for the following main purposes:
- a) Administration
 - b) Curriculum and course work
 - c) Corporate and community

Copyright and use of these photographs is carefully controlled, i.e. retained safely by the Academy or issued to the young person concerned or safeguarded by a senior member of staff.

- 2.2 Photographs held in school should be annotated with the date on which they were taken and stored securely. They should not normally be used other than for their original purpose, unless permission of subject obtained.
- 2.3 Photographs must be destroyed or deleted from storage once they are no longer required for the purpose for which they were taken. For example, a photograph for identification purposes may endure for several years but should not be retained when replaced or expired. Photographs taken for publicity and promotional purposes should be retained for a maximum of two years. Photographs contributing to the history of the school, its learners, activities or the community can be retained indefinitely.

3. Photographs by other Authorised Agencies

- 3.1 The involvement of other agencies may only be authorised by the Principal. The other agencies are:
- Commercial photographers commissioned by the Principal. Copyright rests with the photographer.
 - The press and other media. Copyright rests with the photographer.
- 3.2 Parents are regularly given the opportunity to refuse permission for their child to be photographed. This information is held with the Year Leader/Manager. Any member of staff organising photography should check for this information.
- 3.3 Parents should be made aware that, when class or group photographs are taken by a commercial agency, the photographer retains copyright. Parents must be given contact details of the agency used.

4. Parental Photography

- 4.1 Photography in schools traditionally forms an enduring part of each family's record of their child's progress and a celebration of success and achievement as well as being an established social practice.
- 4.2 Where practical, arrangements should allow photographs to be taken by parents and other guests attending school sports, concerts and similar events. Photography must not, though, be allowed to upset the performance or smooth running of the event or affect the health and safety of learners and others.
- 4.3 Parental photography must not include any child whose parent has refused consent for any reason. This may mean offering photography opportunities before or after the event or those who wish to be involved. Parental photography is secondary to the main aims and purposes of performances and must not be allowed to interfere with the opportunities for learner participation.

4.5 Commercial copyright in a dramatic performance or musical will normally exclude any audio or video recording by the public (i.e. other than the Academy for internal purposes) and in that event parents and their guests must be informed that the infringement of copyright is strictly forbidden.

5. Further Information

In drawing up this document, the following sources must be acknowledged:

Pam Gartland, Education Safeguarding Team

Lynne Casey, Personnel Advice Team

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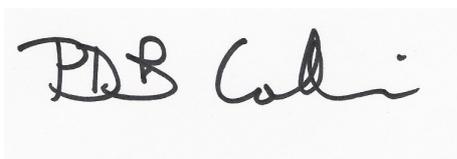


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