



Preston Candover CE Primary School

Digital Photography Images in School

We understand that parents and family attending events in school would like to photograph their child/children; however, we do have a duty of care to safeguard our children. In many cases, photographs taken at school events form an important part of family albums and memories. Parents are permitted to take photographs only of their own children during assemblies and sporting events, with the permission of the Headteacher. However, care must be taken not to interfere with the smooth running of the event, breach commercial copyright laws or compromise health and safety. By following some simple guidelines, we can proceed safely and with regard to the law. The Headteacher has the responsibility to decide if photography and videoing of any school event is permitted.

Important guidance for parents:

- Any images taken are for personal use only. Where children other than their own are present within the photograph/recording such photos or videos must not be sold and must not be put on the web/internet. To do so would be in breach of General Data Protection Regulation
- Recording or/photographing other than for your own private use would require the consent of all the other parents whose children may be included in the images
- Parents and carers must follow guidance from staff as to when photography and videoing is permitted and where to stand in order to minimise disruption to the activity
- For children and young people's safety school staff will challenge anyone who are unknown to the school at an event and who is taking photographs or videos
- They will respect the setting's decision to prohibit photography of certain children or a particular event
- Remember that for images taken on mobiles phones the same rules apply as for other photography

Use of photos in school, on display, newsletters and the school website

- No photos with full names
- Look carefully at the images, (make them large instead of just thumbnails when selecting images) to check content
- Only those with photo permission will be used
- Group photos, check that only those with photo permission are included
- Any photos of parents, staff and governors will be used with prior permission

These guidelines are in place to ensure that images that we use in school are appropriate and all staff follow these guidelines. Any queries about photos please contact the school office.