



Photography Policy

Policy

We are mindful of the need to safeguard the welfare of children in our school and issues of child protection, data protection and parental consent have been, and will continue to be given careful thought. Images may be used to harm children, for example as a preliminary to 'grooming' or by displaying them inappropriately on the Internet.

This policy will apply to all forms of publications; print, film, video, DVD, school website, official social media sites and in the professional media.

Where another organisation provides services to the school, the Governing Body will ensure that the organisation concerned has appropriate policies and procedures in place in regard to the safeguarding of children.

All cameras in school including staff mobile telephones can be subject to scrutiny at any time by the Safeguarding Officer. Staff should only use school memory cards to take photos and these must not be downloaded onto any personal computers except a school laptop which is password protected and covered by data protection.

Consent

Wynstones School ensures that written parental permission will be sought for each individual child. This will cover photographs taken for the use and promotion of the school and in regards to any type of school activity whether on or off the school premises.

Parents may withdraw such permission at any time without notice by writing to the school.

Authority to record images

Photographs taken on behalf of the school will only be created by an authorised member of staff or other individuals/organisations specifically directed to do so. Photographs or video must only be taken with a school camera.

Photography of pupils for personal use by parents / carers, family members or members of the public at school events is prohibited.

Photographs may be made available by the school in the form of prints to parents, or through a secure web portal.

Under no circumstances should photos be taken on mobile phones by either staff, parents, pupils or visitors.

Access, storage, and disposal

Only authorised individuals will have access to any photographs or recordings taken of community members and their children. Electronic copies will be stored in a secure folder which is password

protected. All images will be deleted after a period of two years unless they are required to be kept on file for future school publications. (Please refer to our Data protection Policy).

No electronic copies of photos should be passed to outside agencies unless educational use has been signed for.

Issue Date: March 2017	Review Date: Easter Term 2018
<u>Authorised by:</u> Name: Job title:	Sign:
Date:	

Wynstones

A Steiner Waldorf School

Photographic Images consent 2017

Wynstones takes official photographs of events, trips and productions for its own archives and publicity purposes. These are used sensitively but there may be occasions when the best photograph to publicise the school shows your child and they may be recognisable.

Parents have the right to withhold their consent to appear in external publicity. It is our policy not to include names with photos.

Permissions

Please indicate below which statement you agree to. **Please choose one option only.**

I am happy for photographs / videos to be taken of my child during school activities and used in national and local publicity, communications, publications or digital channels (eg media, websites, social media).

I am happy for photographs / videos to be taken of my child during school activities for use within Wynstones School only (such as Wynstones Weekly or within classrooms), not used for national and local publicity, communications, publications or digital channels (eg websites, social media).

I do not wish any photographs/videos to be taken of my child while they undertake school activities.

Signed (parent / guardian) _____

Parent / Guardian of _____

Date _____