

Greenvale Primary School



USE OF MOBILE PHONES, VIDEOS AND PHOTOGRAPHS AT SCHOOL EVENTS PARENT/CARER POLICY

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| Policy Date | Sept 2022 |
| Signed by Head Teacher | Mrs A Allnutt |
| Review Date | Sept 2024 |

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| Approved by Governing Body | | |
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| Chair of Governors | Print Name | Date |

Policy Owner – Mrs Amanda Allnutt, Head Teacher & Governing Body

Policy Date – September 2022

Review Date – September 2024

Monitoring and Linked Policies for Further Consideration

- The Head Teacher will monitor the application of this policy and take appropriate steps to ensure that it is operating effectively.
- This policy will be reviewed bi-annually to ensure its effective application.
- This policy is consistent with the schools' General Data Protection Regulation (GDPR) Policy

Linked Policies

- Data Protection & General Data Protection (GDPR)
- Safeguarding and Child Protection
- Online Safety
- ICT & Acceptable Use

Introduction

- Photographs and video for school and family use are a source of innocent pleasure and pride, which can enhance the self-esteem of children and young people and their families. Parents / carers are not required to comply with the General Data Protection Regulations (GDPR) when taking photographs for their own private use of their children at an organised event. Fear of breaching the Act should not be used to stop people taking photographs or videos.
- However we must always be mindful of the need to safeguard the welfare of children in our school, and issues of child protection, data protection and parental consent will be given careful thought.
- This policy will apply to all forms of publications; print, film, video, DVD, on websites and in the professional media.
- Where another body provides services or activities separately, using the school premises, the Governing Body will ensure that the body concerned has appropriate policies and procedures in place in regard to safeguarding children.

1. Events - Use of Images

Parents and Carers

- The school will decide if the event is one at which photography and videoing will be permitted.
- When informing parents of the event, they will be informed of the school's decision.
- If general shots are to take place such as at a school fête, visitors will be warned in the invitation, so that general consent is implied by attendance.
- Only images of children suitably dressed will be allowed in order to reduce the risk of images being used inappropriately. Special consideration will be given to photographs taken during PE (sports day) and on the beach.

- Those parents and carers known to the school and helping with the event such as assisting with children dressing or changing will not be allowed to take photographs or videos whilst assisting with this.
- If a photograph is likely to be used again it will be stored securely and only accessed by those people authorised to do so.
- When photographs are destroyed, the negatives will be destroyed as well, where the image is kept electronically they will be wiped e.g. CD, the disk will be made unusable
- Images held on digital media will be cleared.

2. Children Who Should Not Be Identified

- Every effort will be made by the school to prevent capturing of images of any child whose parents / carers have stated they do not wish for their child to be identified.
- No L.A.C. to be photographed.

3. Media Photography and Filming

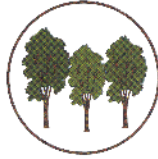
- The media operate under their own Code of practice. Photographs taken by the media are usually exempt from the Data Protection Act.
- If the media are invited into school for publicity purposes parents/carers of those children likely to appear will be informed.

4. CCTV

- Our CCTV will be operated in accordance with the principles of General Data Protection Regulations (GDPR). See Information Commissioner Guidance which can be found at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

5. Guidance for Parents / Carers

- Written guidance will be given to parents / carers – see attached.
- Parents/carers will be prompted with a verbal announcement at the start of the event that any images must be taken for personal use only. They will be reminded that such images must not be sold or be put on the web/internet otherwise General Data Protection Regulations (GDPR) legislation is likely to be contravened.
- Staff will question anyone they do not recognise who is using a camera and or video within the school.



Greenvale Primary School Parents / Carers Guidance on Using Mobile Phones, Cameras to Take Pictures or Record Videos

A guide for parents who wish to use photography and/or video a school event

This guidance provides simple guidance for the safe and appropriate use of mobile phones cameras and videos in school.

- The Head Teacher and school Governors decide if photography and videoing of school performances and events is permitted.
- The Head Teacher and school Governors decide the conditions that will apply to the use of cameras and videos so that children are kept safe, this may include where to stand in order to minimise disruption to the activity.
- Parents / Carers can use photographs and videos taken at a school event for their **own personal use only**. Such photographs and videos cannot be sold and must not be put on the web/internet. To do so may break General Data Protection Regulations (GDPR)
- Recording or/photography 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 / 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.
- Parents / Carers must not photograph or video children changing for performances or events.
- If you are accompanied or represented by people that school staff do not recognise they may ask who they are, particularly if they are using a camera, mobile phone, tablet or video recorder