



Photography and Video Policy Reviewed January 2017

All policies at GSSC are written to reflect Statutory Requirements or National Guidance and updated in accordance with this. There are times when the Government or Local Authority provide updates to policies that are outside of the policy review schedules. In such instances, an appendix will be added to policies to reflect these updates until the Governing Board can ratify these amended policies. These appendices will supersede previously issued Statutory Requirements or National Guidance.



Policy Written by/date:	Signed/Date: Chair or Vice Chair	Policy due for review:
Mike Tebbutt: September 2015		September 2016
Mike Tebbutt: January 2017		January 2018

This Policy is linked to the following School Policies and/or Procedures

Curriculum Policies	School Policies	School Business/Finance Policies
<ul style="list-style-type: none"> • Curriculum • SEN • English (incl Library) • Art • DT • Forest Schools • Humanities • Maths • P.E • PSHE • ICT/Computing • R.E • Collective Worship • Science • Sex and Relationship Education (SRE) • Careers • Post 16 (inc Consortium) • Communication • ASD • Music • School Council • Spiritual, Moral, Social and Cultural including promoting fundamental British Values • Teaching and Learning • Conductive Education 	<ul style="list-style-type: none"> • Child Protection and Safeguarding • Inclusion Policy and SEN Info • SEN Report • Positive Intervention • Prospectus • Pupil Attendance • Anti—Bullying • Designated Teacher (LAC) • Exclusions Policy • Volunteers • Animal Visits • Educational Visits • Exams/Accreditation • Staff Dress Code • First Aid Health and Medications • Intimate Care • Manual Handling/Mobility • Initial Teacher Training • Planning, Preparation and Assessment • Continuing Professional Development • Teaching Assistants • Well-Being of Staff and Student • SEF • SDP • Bereavement • Use of Photography and Video • Acceptable Use • E-Safety • Non-Smoking/Electronic Cigarettes Policy • Complaints • Assessment, Recording and Reporting • Parental Involvement • Student Participation • Home School Agreement • Healthy Eating • Transition • Pupil Premium • Supporting pupils in school with medical conditions 	<ul style="list-style-type: none"> • Data Protection • Confidentiality • Pay Policy • Register of Business interests of HT and Governors • Accessibility Plan • Charging • Freedom of Information • Publication Scheme • Staff Grievance • School Companies • School Income • Lettings • Code of Conduct for all Staff • Governor Allowances • Allegations of abuse against staff • Health and Safety • Retention of data • Recruitment and Selection Policy (Safer Recruitment) • Governing Board Succession Planning • Whistleblowers • Instrument of Government • Staff Discipline, Conduct and Grievance procedures • Equal Opportunity Policy • Equality Duty • Staffing Structure • Staff Attendance Planned • Staff Attendance Unplanned • Anti-Harassment • School Emergency Plan • Critical Incidents • Transport • Pool Safety and Procedures • Lone working • Capability Policy • Visiting speakers policy • Appraisal

GSSC

Photography and Video Policy

Introduction

This (*revised*) policy was reviewed in January 2017 by the Assistant Headteacher. It was approved and adopted by Governors *Sept 2015*. It will be monitored and reviewed annually as part of the school's monitoring cycle or sooner if required.

Photographs and video for school and family use are a source of innocent pleasure and pride, which can enhance the self-esteem of students and young people and their families. Parents/carers are not required to comply with the Data Protection Act 1998 when taking photographs for their own private use of their child at an organised event. Parents should not be stopped from taking photographs for their own private use because of concerns of contravening the Data Protection Act.

However we must always be mindful of the need to safeguard the welfare of students in our school, issues of child protection, data protection and parental consent. Images may be used to harm students, 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, 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 students.

Consent forms

- All parents/carers of students in the school will be asked to sign a consent form to gain permission to publish photographs (including websites) – see Appendix i. This consent is valid for any photos/video taken whilst the child/young person attends GSSC, unless the school issues an amended form or the parent/carer removes their permission in writing. A 'Permissions List' is updated annually in September (or sooner if required) and issued to all staff.
- Permissions sort include: For educational purposes (in school only), for Educational and Training purposes, other professionals and parents, as part of a group included within another students Annual Review Documentation, for publication in the local press and photographs/videos on the School or LA website. Parents/carers may opt in or out of any or all the categories.
- All adults in the school will be asked to sign a consent form to gain permission to publish photographs (including websites). See Appendix ii.

Use of images

Parents/Carers (See Appendix iii)

- The school will decide if the event is one at which photography and videoing will be permitted.
- Only images of students suitably dressed will be allowed to reduce the risk of images being used inappropriately. Special consideration will be given to photographs taken during PE (sports day) and swimming.

- Those parents and carers in the school to help with assisting students to dress or change will not be allowed to take photos or video during this time

Students who should not be identified

- Every effort will be made by the school to prevent capturing of the image of any student who should not be identified. The school 'Permissions List' will be consulted when selecting students for photography or videoing.

Media Photographing 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 students likely to appear will be informed

Mobile Phones (MMS Multi-Media Messaging Service, video phones)

- These phones can take and transmit images and the same rules apply as for other photography, the user needs to recognise that any pictures taken are for personal use. However, images of students must not be taken by staff on their mobile phones

CCTV (Where installed)

- Our CCTV will be operated in accordance with the principles of data protection. See Information Commissioner Guidance which can be found at: http://www.ico.gov.uk/for_organisations/data_protection/topic_guides/~media/documents/library/Data_Protection/Detailed_specialist_guides/ICO_CCTVFIN_AL_2301.ashx

Storage and Retention

- Photographic evidence is stored on the secure server and an external hard drive. Photographs are also used for evidencing students work and experiences in hard copy. (Photograph albums also contain photographs of students)
- Photographic evidence is archived after a student leaves the school and may be used subject to permissions as stated above
- Photographs may remain on the school premises after this time in photograph albums or records of specific events

Guidance for Parents

- This policy will be distributed to all parents/carers to ensure that any images are taken for personal use only and specify that images including others must not be put on the web/internet, and that if they are Data Protection legislation may be contravened
- Parents/Carers will be prompted with a verbal announcement at the start of the event that either video and photography is not allowed during the event or that any images must be for personal use only. They will be reminded that such images must not be sold or be put on the web/internet otherwise Data Protection legislation is likely to be contravened
- People with no connection to our school will not be allowed to photograph or video (staff will question anyone that they do not recognise who is using a camera or video camera at events and productions).



PERMISSIONS FORM

Name of Student:

I give permission for my child to be involved in the following areas of the curriculum:

1. Swimming/Hydro YES / NO
2. Timetabled outings to educational venues, local shops, etc...
YES / NO
 - (On 'Community') accompanied by a staff member.
3. Transportation into the community (accompanied by a staff member) by:
 - a. Public Transport YES / NO
 - b. School Minibus YES / NO
 - c. Private Cars YES / NO
 - d. Hired Coach (after risk assessment)
YES / NO
4. Sex Education as part of general health education.
YES / NO
5. For any medicines to be given by school staff following my instructions
YES / NO
6. Showering/hair washing after PE sessions
YES / NO
7. Massage sessions under the supervision of trained staff
YES / NO

N.B. Separate forms for (8.)Rebound/Trampoline Lessons and for the administering of regularly prescribed lunchtime medication on an educational visit or trip

9. Photographs/videos:

N.B. Photographs and videos are used in school only as part of the home-school agreement.

- a. Photographs/Videos to go home (to other Parents/Carers)
YES / NO
 - This can be in another pupils Annual Review report or DVD as part of a group; on a communication device; as part as a residential DVD; in a photo taken in class; etc...
- b. Photographs/Videos in the media
YES / NO

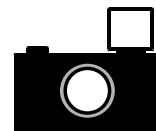
Examples:

- For Education and Training purposes-other Professionals
- Greenfields School/LEA website
- Friends of Greenfields Facebook page
- For school media (e.g. newsletters; outside presentations)
- For external media (e.g. publication in the local press/websites/presentations – this may include social media)

Signed: Dated:



GSSC
Use of photographs and videos
Adult Consent Form



Conditions of use

1. This form is valid for the time you are working/volunteering at GSSC to enable us to publicise the work of the school effectively
2. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website or in printed publications.

Occasionally, we may take photographs, or make video or webcam recordings, of the students and adults at our school. We may use these images on displays around the school, in our school prospectus, or in other printed publications that we produce, as well as on our website.

Sometimes the media (papers, radio or television) may visit our school and interview or take photographs, videos or sound recordings. These images may then be published in the local or national press.

Please answer questions 1 to 8 below, then sign and date the form where shown, and return the completed form to the school office as soon as possible.

Please circle

1. Are you happy for your photograph to be taken for educational purposes / school events and to be used in Students' Annual Review. This may include parents for their own private use.
YES / NO
2. For photographs to be used by professionals for education and training purposes.
YES / NO
3. For photographs to be used in school media (e.g. Newsletter; website; outside presentations).
YES / NO
4. For photographs to be used by external media (e.g. publication in press; on websites, this may include social media).
YES / NO
5. To be videoed for educational purposes / school events and to be used in Students' Annual Review.
YES / NO
6. For videos to be used by professionals for education and training purposes.
YES / NO

7. For videos to be used in school media (e.g. Newsletter; website; outside presentations).

YES / NO

8. For videos to be used by external media (e.g. publication in press; on websites, this may include social media).

YES / NO

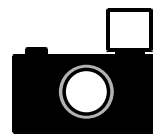
Please note that websites can be seen throughout the world, and not just in the United Kingdom, where UK law applies.

I have read and understood the consent form

Signature

Name:

Date:



**‘Use your camera and video courteously’
A guide for parents/carers who wish to use photography and/or video a School Event**

Generally photographs and videos for school and family use are a source of innocent pleasure and pride, which can make students, young people and their families feel good about themselves. By following some simple guidelines we can proceed safely and with regard to the law.

- Remember that parents/carers and others, attend school events at the invitation of the Head and Governors
- The Head and Governors have the responsibility to decide if photography and videoing of School Performances is permitted
- The Head and Governors have the responsibility to decide the conditions that will apply so that students are kept safe and that the performance is not disrupted and students and staff not distracted
- Parents and carers can use photographs and **videos** taken at a school event for their own personal use only. Such photos and videos must not be sold and must not be put on the web/internet. To do so would likely break the Data Protection Legislation.
- Recording and/or photographing other than for your own private use would require the consent of all the other parents who students 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
- Parents and carers must not photograph or video students changing for performance or events
- If you are accompanied or represented by people that school staff do not recognise they may need to check who they are, if they are using a camera or video recorder
- Remember that for images taken on mobile phones the same rules apply as for other photography, you should recognise that any pictures taken are for personal use only

I have read and understood the consent form.

Student's Name:

Parent/Carer Signature:

Name:

Date: