



Photography Policy

Policy Code:	IT4a
Policy Start Date:	December 2024
Policy Review Date:	December 2025

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Statement of intent

At the Community Inclusive Trust, we use images and videos for a variety of purposes, including prospectuses, display boards, educational purposes, marketing, conferences and the Trust and school websites. We understand that parents may also wish to take videos or photos of their children participating in school events for personal use.

Whilst we recognise the benefits of photography and videos to our school communities, we also understand that these can have significant risks for those involved. Under the legal obligations of the UK GDPR and the Data Protection Act (DPA) 2018, the school has specific responsibilities in terms of how photos and videos are taken, stored and retained.

The Trust has implemented a Mobile Device Policy on the safe use of cameras and recording equipment by staff, pupils and parents to reflect the protective ethos with regard to pupils' safety. To ensure that, as far as possible, the use of photography and video is safe at all times, this Photography Policy should be followed. This policy is applicable to all forms of visual media, including film, print and online.

1. Legal Framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- The Data Protection Act 2018.
- The UK General Data Protection Regulation (UK GDPR)
- The Freedom of Information Act 2000.
- Equality Act 2010
- Human Rights Act 1998
- Voyeurism (Offences) Act 2019
- DfE (2023) 'Keeping children safe in education 2023'.

This policy operates in conjunction with the following Trust policies:

- Data Protection Policy
- Records Management Policy
- Social Media Policy
- Mobile Device Policy
- Communications Statement
- Acceptable Use of Internet and IT Systems Policy
- Staff Code of Conduct
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This policy operates in conjunction with the following school policies:

- Behaviour Policy (which includes Anti-bullying Policy)
- Online Safety Policy
- Child Protection and Safeguarding Policy

2. Roles and responsibilities

Headteachers within the Trust are responsible for:

- Submitting consent forms to parents, carers and pupils, where appropriate, when a child joins school, with regard to photos and videos being taken whilst at school.
- Ensuring that all photos and videos are stored and disposed of correctly, in line with the UK GDPR and the DPA 2018.
- Deciding whether parents are permitted to take photos and videos during school events.
- Communicating this policy to all staff members and the wider school community, such as parents.

The DSL within a school is responsible for:

- Liaising with social workers to gain consent for the use of photos and videos of pupils who are LAC.
- Informing the Headteacher of any known changes to a pupil's security, e.g., child protection concerns, which would mean that participating in photography and video recordings would put them at significant risk.

Parents and pupils are responsible for:

- Completing a consent form when their child joins the school.
- Informing the school in writing if they wish to withdraw or make any changes to their consent.
- Acting in accordance with this policy.

3. Definitions

“**Camera**” is used to refer to, but are not limited to, any smart devices; mobile phones, tablets, webcams, portable gaming devices, smart watches, and any other equipment or devices which may be used to be take photos or videos.

“**Personal use**” of photography and videos is defined as the use of cameras to take images and recordings of children by relatives, friends or known individuals, e.g., a parent taking a group photo of their child and their friends at a school event. These photos and videos are only for personal use by the individual taking the photo and are not intended to be passed on to unknown sources. The principles of the UK GDPR and the DPA 2018 do not apply to images and videos taken for personal use.

“**Official Trust or school use**” is defined as photography and videos which are used for Trust or school purposes, e.g. display boards, prospectuses, websites, social media pages. These images are likely to be stored electronically. The principles of the UK GDPR and the DPA 2018 apply to images and videos taken for official use.

“**Media use**” is defined as photography and videos which are intended for a wide audience, e.g., photos of children taken for a local newspaper. The principles of the UK GDPR and the DPA 2018 apply to images and videos taken for media use.

Staff may also take photos and videos of pupils for “**educational purposes**”. These are not intended for official use, but may be used for a variety of reasons, such as school displays, special events, assessment and workbooks. The principles of the UK GDPR and the DPA 2018 apply to images and videos taken for educational purposes.

“**Personal electronic devices**” or “**electronic devices**” are defined as devices that are used to store, generate, or transmit information or data in any form, including audio, visual or text. Such devices may include, but are not limited to, the following items:

- Any type of computer or computer-like instrument.
- Portable devices, such as tablets, laptops, mobile phones, personal digital assistants (PDAs), portable hard drives, USBs, pagers, and smart or electronic watches.
- The components of any such devices above.

4. Consent

All photos and video content are classified as personal data under the UK GDPR and the DPA 2018; images or video content may be used for publicity or other purposes only once informed consent has been provided, and it has not been withdrawn.

Staff, pupils and parents will be encouraged to read the Data Protection Policy for more information on the school’s approach to data protection.

Parents will be required to provide consent on their child’s behalf, except where the processing is related to preventative or counselling services offered directly to children.

Where the school opts to provide an online service directly to a child, the child is aged 13 or over, and the child understands what they will be consenting to, the school will obtain consent directly from the child; otherwise, consent will be obtained from whoever holds parental responsibility for the child, except where the processing is related to preventative or counselling services offered directly to children.

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In all other instances with regard to obtaining consent, an appropriate age of consent will be considered by the school on a case-by-case basis, taking into account whether the child understands what they will be consenting to.

Parents and pupils will be aware that their child/they may be photographed at school, and they have the right to withdraw consent for:

- Photos or videos taken by members of staff for Trust or school-based publicity and promotional purposes or for use on the Trust or school websites or social media pages.
- Photos or videos taken by parents and other family members of children at the school during school concerts, performances, sports events and other similar events organised by the school.
- Photos or video taken by members of the press who are on school premises by invitation in order to celebrate individual, group or school successes.

Schools within the Trust will recognise that consent must be a positive indication. It cannot be inferred from silence, inactivity or pre-ticked boxes. Consent will only be accepted where it is freely given, specific, informed and an unambiguous indication of the individual's wishes. Where consent is given, a record will be kept documenting how and when consent was given and last updated.

The Trust will ensure that consent mechanisms meet the standards of the UK GDPR and the DPA 2018. Where the standard of consent cannot be met, an alternative legal basis for processing the data will be found, or the processing will cease.

Parents and pupils, as applicable, will be asked to complete the consent form when their child joins the school, which will determine whether they allow their child/themselves to participate in photos and videos.

The photography consent form will be valid for the entire time the child attends the school, unless the pupil's circumstances change in any way, e.g., if their parents separate, or consent is withdrawn. Additional consent forms will be required if the pupil's circumstances change.

If there is a disagreement over consent, or if a parent/pupil does not respond to a consent request, it will be treated as if consent has not been given and photos and videos will not be taken or published of the pupil without consent.

All parents and pupils will be entitled to withdraw or change their consent at any time. Parents or pupils who wish to withdraw their consent must notify the school in writing.

If any parent or pupil withdraws or changes their consent, or the school's DSL reports any changes to a pupil's security risk, or there are any other changes to consent, the list will also be updated and re-circulated.

For any pupils who are LAC, PLAC, or adopted, the school's DSL will liaise with the pupil's social worker, carers or adoptive parents to establish where consent should be sought. Consideration will be given as to whether identification of pupils who are LAC, PLAC, or adopted would risk their security in any way.

Consideration will also be given to any pupils for whom child protection concerns have been raised. Should the school's DSL believe that taking photos and videos of any pupils would put their security at further risk, greater care will be taken towards protecting their identity.

A list of all the names of pupils for whom consent was not given will be created and will be circulated to all staff members. This list will be updated regularly.

5. General procedures

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Photos and videos of pupils will be carefully planned before any activity.

Where photos and videos will involve pupils who are LAC, PLAC, or adopted, or pupils for whom there are security concerns, the Headteacher will liaise with the school's DSL to determine the steps involved.

The list of all pupils who have not consented to being photographed or recorded will be checked prior to the activity. Only pupils for whom consent have been given will be able to participate.

The staff members involved, alongside the Headteacher, will liaise with the school's DSL if any pupil who is LAC, PLAC, adopted, or for whom there are security concerns.

A school-owned digital camera or mobile/tablet device will be used to take photos and videos of pupils.

Staff will ensure that all pupils are suitably dressed before taking any photos or videos.

Where possible, staff will avoid identifying pupils by name or any other identifiable data. If names are required, only first names will be used.

The school will not use photos and videos that may cause any distress or embarrassment.

Any concern relating to inappropriate or intrusive photography or publication of content will be reported to the school's DSL.

6. Additional safeguarding procedures

The Trust will consider certain circumstances that may put a pupil's security at greater risk and, thus, may mean extra precautions are required to protect their identity.

The school's DSL will, in known cases of pupils who are LAC, PLAC or adopted, liaise with the pupil's social worker, carers or adoptive parents to assess the needs and risks associated with the pupil.

Any measures required will be determined between the school's DSL, social worker, and carer and/or adoptive parent with a view to minimising any impact on the pupil's day-to-day life. The measures implemented will be one of the following:

- Photos and videos can be taken as per usual school procedures.
- No photos or videos can be taken at any time for any purposes.

Any outcomes will be communicated to all staff members via a staff meeting and the list outlining which pupils are not to be involved in any videos or photos, held in the school office, will be updated accordingly.

7. Use of electronic devices

Staff members and pupils will be issued with school-owned devices to assist with their work, where necessary. Requirements around the use of school-owned devices can be found in the Trust's Acceptable Use of Internet and IT Systems Policy

Misuse of cameras, filming equipment or other electronic devices in a way that breaches any school or trust policy will always be taken seriously and may be the subject of disciplinary procedures, or dealt with under the relevant safeguarding policy as appropriate.

Staff use of digital cameras and other electronic devices

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Staff members may be provided with a Trust-owned camera/device to record and maintain pictorial evidence of lessons, behaviour, activities and events related to pupils. Photos and videos may only be taken for educational purposes and in “school or educational provision settings” as mentioned above (personal cameras, personal mobile phone cameras or other personal recording equipment is prohibited from being used for educational purposes).

The school-owned cameras/devices will be stored securely. Members of staff will be responsible for making sure that the camera/device is stored securely after use at the end of the day. Members of staff will not be allowed to take school cameras or memory cards home.

Staff or other adults will not be permitted to take photos of pupils in vulnerable circumstances, such as when they are upset or inappropriately dressed. Members of staff and school communities will be required to report inappropriate use of digital cameras/electronic devices and images to the Headteacher. If it is found that any incidents raise child protection concerns, immediate action will be taken in consultation with the school’s DSL.

Photos and videos taken by staff members on school visits may be used for educational purposes, e.g. on displays or to illustrate the work of the school, where consent has been obtained.

Use of personal devices by staff

Members of staff will not be allowed to bring in personal cameras and/or devices without prior permission. If personal devices are allowed to be brought in due to a specialist requirement or defective equipment, memory cards should be shown to be empty, and images downloaded to the school’s server.

Any personal electronic device that is brought into school is the responsibility of the user. Staff will not be permitted to use their personal devices during lesson time, other than in an emergency. Staff will not use their personal mobile phones, or any other personal device, to take images and videos of pupils.

Personal devices are not permitted to be used in the following locations, when pupils are present:

- Classrooms
- Toilets
- Changing rooms

Use of personal devices by pupils

All pupils will be encouraged to look after each other, and to report any concerns about the misuse of technology, or any worrying issues to a member of the pastoral staff.

Acceptable use

Pupils bringing personal electronic devices into school must make their parents aware of this. Personal electronic devices will be switched off and kept out of sight during lessons unless the pupil is using the device as part of a lesson with the permission of their class teacher. Personal electronic devices, such as mobile phones, will only be used in emergency situations and with the express permission of a member of staff.

All personal electronic devices must be handed into a staff member, at the start of the school and collected at the end of the day.

Outside of lessons, pupils will use soundless features such as text messaging, answering services, call diversion and vibration alert to receive important calls and messages.

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Pupils may use a portable flash drive to transfer schoolwork from the school premises to their home. All staff members will adhere to the Data Protection Policy when sending work home with pupils.

Unacceptable use

Personal electronic devices will not be used in any manner or place that is disruptive to the normal routine of the school, or in a manner that may offend or cause upset.

Unless express permission is granted by a member of staff, personal devices will not be used to perform any of the following activities whilst on school grounds:

- Make phone or video calls
- Send text messages, WhatsApp messages, iMessages or emails
- Access social media
- Play games
- Watch videos
- Take photographs or videos
- Use any other application during school lessons and other educational and pastoral activities

Personal devices are not permitted to be used in the following locations:

- Classrooms
- Toilets
- Changing rooms

The Trust will not take responsibility for lost, stolen or damaged personal electronic devices or cameras.

Use of personal devices by parents

Parents or family members will be welcome to take photos of (and where appropriate, film) their own children taking part in school events, subject to the following guidelines, which the schools will expect all parents to follow. Parents will:

- Remain seated while taking photos or videos during concerts, performances and other events.
- Minimise the use of flash photography during performances.
- In the case of all school events, make the focus of any photos and/or videos their own children.
- Avoid disturbing others in the audience or distracting pupils when taking photos or recording videos.
- Ensure that any images and recordings taken at school events are exclusively for personal use and are not uploaded to the internet, posted on social networking sites or openly shared in other ways.
- Refrain from taking further photos and/or videos if and when requested to do so by staff.

8. Sharing of images

All images taken by members of staff or volunteers at school or during school activities remain the property of the school and images must not be shared with anyone outside the school or held for private use.

No digital image will be uploaded onto any internet/intranet system without the express permission of the child's parent. Unless specific prior consent has been obtained, members of staff and volunteers will not post school images on personal pages of social networking sites or other websites.

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Images will not be emailed or shared via private email accounts unless a parent has asked for a photo of their child to be sent to them.

9. Storage and retention

As per the UK GDPR and the DPA 2018, images obtained by the Trust and its schools will not be kept for longer than necessary; retention periods for the different types of personal data are outlined in the school's Records Management Policy.

Hard copies of photos and video recordings will not be used other than for their original purpose, unless permission is sought from the Headteacher, and parents of the pupils involved, and the school's DSL has been consulted.

Digital photos and videos are held securely on the Trust server and are accessible to staff only. Photos and videos are stored in labelled files, annotated with the date, and are only identifiable by year group or class number – no names are associated with images and videos.

Paper documents will be shredded, and electronic memories scrubbed clean or destroyed once the retention period has ended.

Where a parent or pupil has withdrawn their consent, any related imagery and videos involving their child/the pupil will be removed from the Trust server immediately. When a parent withdraws consent, it will not affect the use of any images or videos for which consent had already been obtained. Withdrawal of consent will only affect further processing.

Where a pupil's security risk has changed, the school's DSL will inform the Headteacher immediately. If required, any related imagery and videos involving the pupil will be removed from the Trust server immediately. Hard copies will be removed by shredding, as appropriate.

Official school photos will be held alongside other personal information and retained for the length of the pupil's attendance at school, or longer, if necessary, e.g., due to a police investigation.

Members of staff will maintain responsibility for ensuring that images are safely stored, particularly on memory sticks and hard drives. They will take reasonable measures to ensure that they do not come into the possession of unauthorised persons.

Schools may require images to be deleted or edited as appropriate and may choose to use images taken by members of staff or volunteers for other purposes, provided the processing conditions and consent requirements of this policy are met. Staff members are responsible for ensuring that edited images do not mislead or misrepresent. They must not edit images which result in their subject being vulnerable to embarrassment, teasing, bullying or abuse.

If the memory card for individual Trust cameras needs to be replaced, then the replaced memory card will be destroyed to ensure that no images can be recovered. Members of staff must remember that, even when images are physically deleted from a camera or memory card, the camera or the memory card must be appropriately disposed of to ensure that no imprint remains.

10. Appropriate use of images under UK GDPR and the DPA 2018

Photos will be used in schools for many reasons and the different uses for the same image should be considered separately, as each photograph and use will potentially have different conditions for processing.

As a public body, the Trust will consider whether the processing is taking place in the performance of its duties as a public authority. Where this is the case, the legal basis for processing will be recorded as 'public task', not 'legitimate interests' – public authorities cannot

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use legitimate interests as a lawful basis if the processing is in the performance of their tasks as a public authority.

The Trust will use privacy notices with declarations attached to inform staff, pupils and parents about how their personal data may be collected and as one method of gaining consent.

To judge whether legitimate interest can be used as the basis for processing data, the Trust will carry out reasonable checks.

These tests make up a 'legitimate interest assessment' (LIA) – the Trust will carry out an LIA prior to obtaining the data and it will be recorded in a physical copy in compliance with the UK GDPR and the DPA 2018.

Photos used in identity management

These are likely to be essential for performing the public task of schools, but they will be deleted once the child is no longer in attendance – as they are no longer needed for the purpose for which they were held.

Photos used for marketing purposes

Photos will not be used for marketing purposes unless the Trust has specific informed consent for the images and the images are only used in line with the consent provided.

Photos in the school environment relating to education

Photos displayed within the school environment will only be used when consent has been provided.

11. Use of a professional photographer

If schools decide to use a professional photographer for official school photos and school events, the Headteacher will:

- Provide a clear brief for the photographer about what is considered appropriate, in terms of both content and behaviour.
- Issue the photographer with an identification badge or card, which must be worn at all times.
- Let pupils and parents know that a photographer will be in attendance at an event and ensure they have previously provided consent to both the taking and publication of videos and/or photos.
- Not allow unsupervised access to pupils or one-to-one photo sessions at events.
- Communicate to the photographer that the material may only be used for the school's own purposes and that permission has not been given to use the photos for any other purpose.
- Ensure that the photographer will comply with the requirements set out in the UK GDPR and the DPA 2018.
- Ensure that if another individual, such as a parent or governor, is nominated to be the photographer, they are clear that the images and/or videos are not used for anything other than the purpose indicated by the school.

12. Monitoring and review

This policy will be reviewed on an annual basis by the DPO.

Any changes to this policy will be communicated to all staff, parents and, where appropriate, pupils.