



Photography and Filming Policy

Document Management

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For clarity throughout this policy the words Franche Community Primary School, school and/or setting refer to all childcare services provided on the Franche Community Primary School site. Including: Children's Centre, TOTS@Franche, Holiday Club and Breakfast/After School Club.

The purpose of this policy

Franch Community Primary School works closely with children and families as part of its activities. The purpose of this policy statement is to:

- Protect children and young people who take part in [name of group/organisation]'s services, events and activities, specifically those where photographs and videos may be taken
- Set out the overarching principles that guide our approach to photographs/videos being taken of children and young people during our events and activities
- To ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people.

This policy statement applies to all staff, volunteers and other adults associated with Franch Community Primary School.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. Summaries of key legislation and guidance is available on NSPCC Learning:

- Online abuse legislation and guidance
- Child protection legislation and guidance

We believe that:

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely

We recognise that:

- Sharing photographs and films of our activities can help us celebrate the successes and achievements of our children and young people, provide a record of our activities and raise awareness of our organisation
- The welfare of the children and young people taking part in our activities is paramount
- Children, their parents and carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation and therefore reasonable adjustments can be made to support individual families.
- Consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used and stored, and are fully aware of the potential risks associated with the use and distribution of these images
- There are potential risks associated with sharing images of children online.

We will seek to keep children and young people safe by:

- Always obtaining written consent from a child and their parents or carers before taking and using a child's image
- Always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images of children
- Making it clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published
- Only using the first names of children in any published material
- Making sure children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information)
- Reducing the risk of images being copied and used inappropriately by:
 - only using images of children in appropriate clothing (including safety wear if necessary)
 - avoiding full face and body shots of children taking part in activities such as swimming where there may be a heightened risk of images being misused
 - using images that positively reflect young people's involvement in the activity.

Our Safeguarding procedures can be used for reporting the abuse or misuse of images of children as part of our child protection procedures. We ensure everyone involved in our organisation knows the procedures to follow to keep children safe.

Photography and/or filming for personal use

When children themselves, parents, carers or spectators are taking photographs or filming at our events and the images are for personal use, we will publish guidance about image sharing in the event programmes and/or announce details of our photography policy before the start of the event. This includes:

- Annually reminding parents, carers and children that they need to give consent for Franche Community Primary School to take and use their images
- Consistently asking for photos taken during the event not to be shared on social media or asking people to gain permission from the parents and carers of other children before sharing photographs and videos that include them.
- Reminding parents to 'Think before We Post'
- Displaying posters at events or publishing guidance about image sharing in the event programme. For blurb see Appendix 1.
- Recommending that people check the privacy settings of their social media account to understand who else will be able to view any images of their own child that they share
- Reminding children, parents and carers who they can talk to if they have any concerns about images being shared.

Photography and/or filming for Franche Community Primary School's use

We recognise that staff at Franche Community Primary School may use photography and filming as an aid in activities across the curriculum. However, this should only be done with Franche Community Primary School's permission and using school equipment.

Children, young people, parents and carers must also be made aware that photography and filming could form part of activities onsite and provide consent as to how these images will be used.

If we hire a photographer/videographer for one of our events, we will seek to keep children and young people safe by:

- Providing the photographer/videographer with a clear brief about appropriate content and behaviour
- Ensuring the photographer/videographer wears identification at all times
- Informing children, their parents/carers that a photographer/videographer will be at the event and ensuring they have given written consent to images which feature their child being taken and shared
- Not allowing the photographer/videographer to have unsupervised access to children
- Not allowing the photographer/videographer to carry out any sessions outside of the school event
- Reporting concerns regarding inappropriate or intrusive photography following our Safeguarding and Child Protection procedures

Photography and/or filming for wider use

If people such as local journalists, professional photographers (not hired by Franche Community Primary School) or students wish to record one of our events and share the images professionally or in the wider world, they should seek permission in advance.

They will be asked to provide:

- The name and address of the person using the camera
- The names of children they wish to take images of (if possible)
- The reason for taking the images and/or what the images will be used for
- A signed declaration that the information provided is valid and that the images will only be used for the reasons given.

Franche Community Primary School will verify these details and decide whether to grant permission for photographers/films to be taken. We will seek consent from the children who are the intended subjects of the images and their parents/carers and inform the photographer of anyone who does not give consent.

At the event we will inform children, parents and carers that an external photographer is present and ensure the photographer is easily identifiable and ensuring they are wearing a Franche Primary School visitors lanyard.

If Franche Community Primary School is concerned that someone unknown to us is using their sessions for photography or filming purposes without our knowledge, we will ask them to leave and (depending on the nature of the concerns) follow out child protection procedures.

If consent to take photographs is not given

If children, parents and/or children do not consent to photographs being taken by the school, we will respect their wishes. We would ask these parent/carers to work with us to find alternative arrangements which protect their child(ren) from exposure, without detriment to other children and families' opportunities to capture precious developmental moments and memories.

Parents/carers who do not give consent to photographs/films being taken should contact the Headteacher in good time before any public show, performance or activity to agree personal arrangements.

Storing images

We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law.

We will keep hard copies of images in a locked drawer and electronic images in a protected folder with restricted access. Photographs and videos will be deleted or securely archived after children have left the school. However, photographs and videos used for publicity purposes may continue to remain in circulation after children have left the setting. Parents/carers can withdraw consent, in writing, for the use of these images at any time but it may not be possible to remove images that are already in circulation or have already been published although, every effort will be made to do so.

Staff will never store images of children on unencrypted portable equipment such as laptops, memory sticks or mobile phones.

Franche Community Primary School does not permit staff and volunteers to using any personal equipment to take photos and recordings of children. Only cameras or devices belonging to Franche Community Primary School should be used.

Related policies and procedures

This policy statement should be read alongside the following policies:

- Safeguarding and Child Protection policy
- Code of Conduct for staff, students and volunteers
- Online acceptable user policy

Date of last Franche review: September 2023

Date of next Franche review: September 2025

Appendix 1

The following text will be used on posters and event programmes in order to remind parents of the school's photography and filming policy.

Photo/Video Permissions and Protecting Children

We understand the joy that reliving memories of our children taking part in sports day or a school performance can bring. At Franche Community Primary School, parent/carers are permitted to take photographs and videos for personal use of their own child/children during school events such as plays, concerts and sports days.

However, in order to safeguard children, images including other people (children or adults) **must not be distributed** or put anywhere online unless consent has been sought in advance. This includes social media platforms such as WhatsApp. The sharing of photographs and videos on social media is now commonplace but we must ensure we protect and safeguard all children and staff, including those who do not want to have their images stored online.

Parent/carers should be mindful that:

- Once posted and shared online any image or video can be copied and will stay online forever.
- Some children are at risk and **MUST NOT** have their image put online. Not all members of the community will know who these children are.
- Some people do not want their images online for personal or religious reasons.
- Some children and staff may have a complex family background which means that sharing their image online can have unforeseen consequences.
- Therefore, in order to keep all members of the community safe we must all **'Think before We Post'** Online.

We thank you for working in collaboration with us to keep our community safe.