



Filming Policy

Last Reviewed by Governing Body : November 2015

Date of next review : November 2018

Mission Statement: A Family of Creative Thinkers Aspiring to Excellence

Our Vision:

To develop outstanding citizens of the future who are innovative, resilient and committed to making a difference.

By:

- Teaching the importance of being compassionate and respectful to others and role modelling the Christian Values.
- Providing a creative curriculum that inspires a passion for learning and promotes excellence.
- Collaborating with others to support everyone to achieve their very best.
- Providing a nurturing and safe environment where children can be healthy and happy both physically and emotionally.
- Facilitating investigative learning opportunities through the development of the effective characteristics of learning.
- Promoting philosophical enquiry to stretch and develop analytical thinking and questioning.

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. We believe that parents & children are also capturing fond, lifelong memories in being able to take photos of their own children and to record images and film. We do not wish to unnecessarily deprive parents of this innocent pleasure. Likewise, images can be used to promote learning, celebrate success and to share learning and other experiences for appropriate audiences. The school is most certainly governed by the data protection act and must be aware of this. Parents/carers are not required to comply with the Data Protection Act 1998 when taking photographs for their own private use of their children at an organised event. Parents should not be stopped 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 children in our school, and issues of child protection, data protection and parental consent will be given careful consideration. 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, on websites and in the professional media. The words "Photograph, photo or image" in this policy apply to all forms of capturing visual images

Consent forms

- All parents of pupils in the school will be asked to sign a consent form to gain permission to publish photographs in public places (including websites). **This will be provided when any child joins our school and all parents will be required to notify us as to their consent.**
- If parents/ carers disagree over consent for their child, it will be treated as if consent has not been given.
- Where consent cannot be obtained or a parent does not wish to sign a form – it will be treated as non consenting

Use of images

Parents and Carers

- The school will decide if the event is one at which photography and videoing will be permitted.
- Unless a parent notifies us to the contrary, once the school has decided that images may be captured, the original declarations consented to or not will be used to inform upon which children will or will not be exposed to any form of photography or filming or any other form of image capture
- If general shots are to take place such as at a school fair or concert, the original consent forms will again be used to determine if any children should not be filmed or photographed.
- Parents, relations and visitors will be warned and notified, that they should act responsibly in taking any images of children and that they should try to only take images of their own child. This policy accepts that this is not always possible to do – by example, a Christmas concert or a football match may contain many classmates in the same frames and film as a parent’s own child. However, irresponsible publishing or use of (such as on social media sites) could constitute breach of data protection. Reasonable efforts will be made to remind parents, relatives and visitors to respect other parents’ and children’s rights to privacy and to confidentiality by not publishing images of children other than of their own
- Only images of children 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 children to dress or change will not be allowed to take photos or videos during this time.

Schools

- Unless a parent has specifically refused or not signed a consent form, the School may photograph or film any learning activity, aspect of school life or extracurricular activity for proper school use purposes
- The school, and any employee within it, will only use these images to:
 - celebrate success
 - Share learning with parents
 - Promote learning
 - Promote the school or a child – such as Press photos of a cup win or an achievement
 - Record & Inform upon School life
 - Provide responsible information about the school – such as on the website
 - Assess learning – provide a record of an activity or aspect of learning
- 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 photos are no longer needed, they will be deleted or destroyed unless forming part of a record in which case they may be kept in line with the secure storage and keeping of confidential documents or unless they are being kept as part of the heritage or historical record of the school

Children who should not be filmed or photographed

- Every effort will be made by the school to prevent capturing of the image of any child where consent has not been given
- Any “Looked After Child” or any previously Looked After Child (including children who are now legally adopted) will NOT intentionally or knowingly have their image shared or publically displayed (in press or website by example) unless specific permission is given by the parent or carer

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 children likely to appear will be informed as a norm – though original consent may be taken as permission as having been given - unless advised to the contrary

Video conferencing

Where parents have asked that their children’s images should not be included in video conference every effort will be made to avoid this.

Mobile phones

- Children are not allowed to carry a mobile phone in school under any circumstances
- These phones can take and transmit images and the same rules apply as for other photography and mechanisms for recording and sharing images

Guidance for parents

- Written guidance will be given to parents/carers periodically and displayed on the school website to the effect that any images must be taken for personal use only. The school urges against images including other children being put on the web/internet; any resulting contravention of Data Protection Legislation will be the sole responsibility of the parent, and not the school (see also Appendix 1 below).
- A helpful guide for parents will be given to all parents & carers periodically & also placed on the school Website (See Appendix 1)
- Parents & carers may be prompted with a verbal announcement at the start of an 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 or internet otherwise Data Protection legislation is likely to be contravened.
- People with no connection to our school will not be allowed to photograph, staff will be expected to question anyone they do not recognise using a camera/video recorder in school. It is the shared responsibility of a parent who brings a friend to an event to warn them of this fact. By unconnected, we define this as a person who is not a close relative (Parent, Grandparent, Sibling or Uncle/Aunt)

Finally

No Policy is completely “foolproof!” This policy is designed to ensure that employees and parents alike act responsibly and ensure that all reasonable steps are taken to ensure the law is complied with and that best

practice is employed with regard to the school policy on safeguarding children. In a world where mass communication and the ability to share and use images is so easy, care must always be taken. However, it is also acknowledged that taking and using images is also a proper and reasonable thing to do if used for the right reasons as per this policy. It must also be acknowledged that there is a fine divide between being careful and being a barrier to – say – a parent wanting to take a treasured memory of his/her child (at a Christmas show by example) and to share that with friends and relatives. Whilst the school must be responsible and careful, there has to be some degree of trusting parents etc to be responsible and sensible. However, it is also the duty of the school to advise and help parents in being careful and to exercise responsibility. The Appendix attached is provided with that purpose in mind.

Equal Opportunities

Provision is made for all children regardless of ability, disability, additional needs, medical conditions, gender, faith or ethnicity and reasonable adjustments are made in a range of ways. All children have a right to be treated equally and the school will take measures against those who do not abide by this ethos.

Monitoring and Evaluation

Policy and practice is monitored and evaluated on a regular basis. Monitoring may take the form of lesson observations, planning and book scrutiny, questionnaires, discussions with children or learning walks. Feedback will be given to all staff along with recommendations to inform future policy and planning.

Appendix 1

Guidance For Parents In Taking Images and Filming Their Child

At A School Related Event Or Activity

Generally photographs and videos for school and family use are a source of innocent pleasure and pride, which can make children, young people and their families feel good about themselves. Indeed, most parents enjoy, and might also feel they have a right, to capture life long memories of their own child through film and photographs. However, every person should also be aware that in taking photographs or a film of their child at a school event, there is a strong likelihood that other people's children may also get onto that film or photo. Sports events, shows and concerts are typical examples of this.

We believe that if responsibility is used, then it can be a most enjoyable, rewarding and healthy thing to take photos and film your children! We certainly do not wish to be a barrier to this and we do not intend to be as long as some simple guidelines are complied with:

- Remember that parents, carers and others attend school events at the invitation of the head and governors
- The School knows which parents have, and which have not, consented to the recording of images of their child. Parents do not have this information, which is why the school's judgement must be trusted & respected on this whenever filming or photography is or is not permitted
- 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 children are kept safe and that the performance is not disrupted and children and staff not distracted.
- Parents and carers can use photographs and videos taken at a school event **for their own personal use only**. It is a parent's sole responsibility to consult with other parents before posting any images taken at a school event (such as a Christmas concert) on social media (e.g. Facebook) or the Internet and in such cases responsibility under the Data Protection Act rests with the parent alone, and not the school.
- Recording or/photographing other than for your own private use would require the consent of all the other parents whose children may be included in the images. Only the school has the consent

information (which we cannot share under data protection legislation) which is why parents should only take images for their own private use. Sharing on social media, where consent has not been given, or a parent is unaware if it has or has not been given, does place a risk of a parent contravening the data protection act.

- With this in mind, parents should avoid “tagging” or naming any child other than their own in any posting on the web. This is something the school will not do where images are taken/published for school purposes by the school.
- 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 children changing for performances 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. **As a rule, no person unconnected with your child or with the school (e.g. a “Friend”) must be allowed to video or take photographs** and a parent should inform that person so if they bring them along to a show or an event. By unconnected, we define this as a person who is not a close relative (parent, Grandparent, Sibling or Uncle/Aunt)
- Remember that for images taken on mobiles phones the same rules apply as for other photography, you should recognise that any pictures taken are for personal use only
- Respect other parents’ decisions as to their own children
- Photos and images of staff should be regarded in the same way as those taken of any child other than a parent’s own. These should not be unnecessarily taken without a staff member’s consent. They should not be shared on social media nor used irresponsibly and legislation exists to protect such adults also from irresponsible use. A safeguarding staff policy is also in place and should be referred to also.
- Finally – if at any time a parent wishes to change or update their own consent form – they may do so by contacting the school. Likewise, if any parent wishes clarity or has any concerns – please contact a senior member of the school staff where you will be warmly invited in to discuss this.