

RAVENS COTE JUNIOR SCHOOL

PHOTOGRAPHY AND FILMING POLICY

2024 - 2026



Date of Approval		Date of Review	
January 2024		January 2026	
Signed	Amy Wells Headteacher	Signed	Emily Gibson Chair of Governors



RAVENSCOTE JUNIOR SCHOOL

PHOTOGRAPHY AND FILMING

The purpose of this policy statement is to:

- protect children and young people who take part in school services, events and activities where photographs and videos may be taken
- set out the overarching principles that guide our approach to photographs and videos being taken of children and young people during our events and activities
- to ensure that we operate legally, with pupil/parent/carers consent, in line with our school values when creating, using and sharing images of children and young people.

This policy statement applies to all staff, volunteers and other adults associated with Ravenscote Junior 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's website](#).

We believe that:

- children and young people should always be safeguarded and 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 and provide a record of our activities for the children's families
- 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
- consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used, stored and deleted 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:

- having consent from a child's parents or carers before taking and using a child's image
- 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
- never publishing personal information about individual children
- 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.

We will 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:

- asking for photos taken during the event not to be shared on social media **unless they only feature their children, or, if they feature other children, they have gained** ~~or asking people to gain~~ permission from children their parents and carers before sharing photographs and videos that include them
- recommending that people check the privacy settings of their social media account to understand who else will be able to view any images 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 Ravenscote Junior School's use

Photography and filming may be used for a variety of purposes such as on the website, in prospectuses, newsletters, on social media platforms, filming assemblies and for images around the school. Parents/carers are able to give (or deny) permission for different uses of photography and filming when their child(ren) joins Ravenscote Junior School. This should only be done with Ravenscote's permission and using our equipment.

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

- providing the photographer with a clear brief about appropriate content and behaviour
- ensuring the photographer wears identification at all times
- not allowing the photographer to have unsupervised access to children
- reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.

Photography and/or filming for wider use

If people such as local journalists, professional photographers (not hired by Ravenscote Junior 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 should 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.

Ravenscote Junior School will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the children who are the intended subjects of the images and their parents 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, for example by issuing them with a coloured identification badge.

If Ravenscote Junior School is concerned that someone unknown to us is using their sessions for photography or filming purposes, we will ask them to leave and, depending on the nature of the concerns, follow our child protection procedures.

If consent to take photographs is not given

If children, parents and/or carers do not consent to photographs being taken, we will respect their wishes. We will agree in advance how they would like to be identified so the photographer knows not to take pictures of them, and ensure this is done in a way that does not single out the child or make them feel isolated.

We will never exclude a child from an activity because we do not have consent to take their photograph.

Storing images

We will store photographs and videos of children securely, in accordance with our Child Protection and 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.

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

Ravenscote Junior 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 Ravenscote Junior School should be used.

Taking cameras off-site

Any camera or filming device that is taken off-site – for example to be used on an educational visit – will be signed out by the staff member responsible for it. All devices will be collected back in whilst at the venue to ensure their return and the data protection of the images stores on them.



Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures, including:

- Safeguarding and Child Protection policy
- Code of conduct for staff and volunteers.

