

Use of Photographs and Video Policy 2026



Achievement Beyond Expectation

<i>Policy Ratified on</i>	30/09/2026
<i>Signed Chair of Governors</i>	n/a
<i>Signed Headteacher</i>	

Contents

1. Policy Statement	2
2. Aims	2
3. Purpose	2
4. Taking Photographs and Video	2
5. Use and Storage of Photographs and Video	4
6. Photographs by other Authorised Agencies	5
7. CCTV	5
8. Pupils photographing one another.....	5
9. Associated Documents.....	6
Appendix	7

1. Policy Statement

Definition of terms used in this policy - '*Photography*' includes photographic prints and transparencies, video, film and digital imaging and '*in school*' is whenever and wherever pupils and young people are the responsibility of the School Governors/Children's Services. '*Parent*' means anyone with parental rights and responsibilities in relation to a pupil.

Photography of pupils in schools is subject to the Data Protection Act 1998 regarding the rights of individuals to have information of a personal nature treated in an appropriate manner and the Human Rights Act 1998, protecting the privacy of individuals and families. As well as these statutory rights, restrictions on photography arise from issues of child protection and copyright in performances.

2. Aims

- facilitate photography for the purposes of recording and recognising pupil's achievements, curriculum/course work
- respect the rights of the individual
- safeguarding/child protection
- allow personal family photography where possible to record a child's progress and celebrate successes and achievements

3. Purpose

At Sidestrand Hall School, we feel it is vital that pupil's achievements are recorded and recognised. Photography and video is a useful tool within school and it is employed routinely in many ways, for example recording achievements, displays, curriculum (teacher's lessons and pupil's work). On occasions, photographs are also used for the press and other promotional purposes. We are, however, sensitive to the wishes and rights of parents who may not want their children to be photographed and who may have concerns about the uses of such images.

4. Taking Photographs and Video

The delivery of the curriculum can involve school staff in the photography of pupils for the following main purposes:

- Curriculum and course work
- Pupil achievements
- School activities
- Pupil administration
- Documenting the school community

4.1 Photo Permissions

All parents are asked on an annual basis at the beginning of the new school year, to give their consent for photography of their child by completing a permission slip that is held on school file (see appendix 1).

A register is kept of children who must not be included in team photographs, videos, records of class trips, or any other photographic image, moving or still.

Under no circumstances will photographs be taken of children when they are vulnerable – upset/distressed, hurt or in a state of undress. All reasonable measures will be taken to ensure that no child on the register is photographed or videoed by a visitor to school or while on an educational visit outside school.

Photographs taken by parents at events such as plays and sporting events is not permitted unless the Headteacher has given prior approval.

Parents are always advised of a visit from a commercial photographer and invited to participate.

4.2 School Trips

Photography by staff on school trips and visits may be used in the curriculum and displayed within the school or at parents' evenings to illustrate the work of the school.

4.3 School Key Events e.g.; Plays/Prize-giving

Parents/carers and guests will not be permitted to take photos in order to avoid distracting pupils and the audience. Video or sound recording of a copyright musical or theatrical performance is normally forbidden and photography is restricted for reasons of child protection or out of respect for the rights and privacy of individuals.

If photography opportunities do arise after a performance or an event, parents/carers are only to take pictures of their own child(ren) if invited to do so. If wanting a peer/peers to be present, correct permissions from the attending Parent/Carer would be required and if the parent/carer is not present, this would not be allowed.

If staff, and possibly Governors, at key events take photos to capture the events for school use only, individual student permissions will be taken into account.

4.4 Restrictions

The use of staff and pupils own cameras and specifically of mobile camera phones, during school time is not acceptable. This is in view of the risks inherent in such use, possibly but not necessarily covert, which include the existence and/or distribution of photographs contrary to the wishes, welfare and privacy of pupils and school staff. It is the school policy to allow mobile phones on to the school site, although they are prohibited to be carried on a person during the school day. This is for reasons of reducing risks of use in changing rooms, toilets or other areas with a heightened expectation of privacy. If it is found that a camera or camera phone has been misused, the school will follow its disciplinary procedures.

Staff must switch off 3/4/5G data access on school premises. Exceptions to this are those staff authorised by the Head Teacher to have mobile phones in line with their school duties (i.e. those that require mobile technology to access two factor authentication to access software).

Visitors including **governors and** contractors on school premises are prohibited from using mobile phones unless authorised by a member of the School Leadership Team.

5. Use and Storage of Photographs and Video

Class photographs are held for reference in the office and archived after use. Photographs taken as records of events or for educational purposes may be displayed around the school **and/or at the Strands Charity Shop to illustrate to customers how their money helps the school**. They are then archived after use.

Photographs are not exchanged with anyone outside school, or removed for private use by any school employee or volunteer.

Images of pupil's from the school will not be used to illustrate controversial subjects.

5.1 Copyright

Copyright and use of photographs is carefully controlled by the school i.e. retained safely by the school or issued to the pupil concerned. The school stores securely all photography.

All photographs are destroyed or deleted from the databases once they are no longer required for the purpose for which they were taken. For example, a photograph for identification purposes may endure for the duration of the pupil's time at the school. After which it will be destroyed or deleted. Photographs will not be retained when they are replaced or expired. Photographs taken for publicity and promotional purposes may be retained for a period of 2 – 3 years. Photographs contributing to the history of the school, its pupils, activities or the community may be retained indefinitely.

5.2 School Photographer

Class and individual or group photographs are annual school events. Parents are asked in advance whether or not they wish their children to be included in these events. Reputable commercial photographers are involved and the law allows them to retain the copyright in the photographs

5.3 Website

The School operates the following policy on its website regarding the use of photographs, to ensure the privacy and safety of pupils at the school

- Where pupils are named, only their first names are given
- Where a pupil is named **in full**, no photograph of that pupil is displayed
- Where a photograph is used which shows a pupil, no name is displayed

By observing these points, the school ensures that visitors to the website cannot link images of pupils to names of pupils. When choosing photographs for the

website, the school is mindful of the way pupils may appear in them, and will not include images which are in anyway disrespectful of any pupils. No other private information about pupils is ever published on the website such as surnames or contact details.

6. Photographs by other Authorised Agencies

The involvement of other agencies may only be authorised by the Headteacher, in these cases the Copyright rests with;

- The press and other media. Copyright rests with the photographer.
- Officers of the council, including Children's Services. The local authority controls copyright.

On such occasions, the purpose of taking these photographs would be explained to parents and written permission would be sought on each and every occasion. Pupils or students will not be photographed for these purposes under any circumstances unless written permission has been obtained.

Parents will be made aware that, when class or group photographs are taken by a commercial agency, the photographer retains copyright, and parents will be given contact details of the agency used.

7. CCTV

The school is fitted with a CCTV system. Cameras are located at the entrance to school, school driveways, playground, and other key areas around the site, with appropriate signage displayed at school entrance and key areas. The live CCTV feed is monitored during day and evening hours by reception staff, Premises Manager, Residential Managers and Senior Leadership Team.

The colour pictures produced are recorded on a password protected file server hard drive, which can be played back and reviewed if needed. The only personnel permitted to view any recordings are as follows the Headteacher, ICT Services Manager and/or designated Technician, Premises Manager and the Police Constabulary (on receipt of a written request). All recordings are automatically deleted on a two to six week cycle.

8. Pupils photographing one another

School staff will supervise and maintain control over any photographing pupils do during on-school or off-site activities. Camera phones are less visible and can be used to bully or take inappropriate images. It is the schools policy to allow pupils to bring mobile phones on site; they are then not permitted during the school day to carry the mobile phone on their person. If it is found that cameras or camera mobile phones have been misused, the school will follow its disciplinary procedures.

9. Associated Documents

- Safeguarding Policy
- Online Safety Policy (previously e-Safety and Data Security Policy)
- Whistleblowing Policy
- Data Protection Policy
- Behaviour Policy
- Police Involvement Policy
- Exclusions Policy
- Staff Code of Conduct Policy
- Local Authority/School Personnel Procedures

10. Appendix

	Sidestrand Hall School Consent Form for Processing Student's Personal Data
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Student Name	
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Photos and Videos

We sometimes take photographs and video of students. We use these to help us to give people an idea of what life at our school is like, for example in the newsletter and on the school website.

We wish to emphasise that we take great care in how we use and publish photographs and videos of our students. As well as that, they are valuable in evidencing both the great achievements and progress of students and the good work of the school.

We would like your consent for some of the ways we store and share photographs and video of your child. Some of the areas we use student photographs and video are class displays, student portfolios and evidence of work, school newsletter, school website, school social media, school prospectus and press releases.

Please tick the relevant box(es) below, sign and return this form to school.

Use of photos	Tick (✓)
I am happy for the school to take photographs of my child to evidence their work, achievements and academic process.	
I am happy for photographs of my child to be used on the school website.	
I am happy for photographs of my child to be used in the school newsletter.	
I am happy for photographs of my child to be used in printed school materials, e.g. the school prospectus.	
I am happy for photographs of my child to be used in class displays.	
I am happy for photographs of my child to be used in the media e.g. local newspapers.	

I am happy for photographs of my child to be used on school's social media, for e.g. Twitter.	
I am happy for the school to take videos of my child.	
I am happy for the school to use videos of my child for promotional purposes, such as on the school website.	
I am happy for the school to use photographs of my child after they have left the school (no longer on school roll) on school website or printed school materials, e.g. the school prospectus for the period until the next reprint issue or next website update.	
I am happy for the school to use photographs or video of my child after they have left the school (no longer on school roll) on social media, for e.g. Twitter as an historical archive of events in the life of the school.	
I am NOT happy for the school to take or use photographs of my child.	