

Bolsover Infants and Nursery School

Use of Photographs or Video Policy



This Policy has been written in accordance with the wishes of staff, children and Governors of Bolsover Infants and Nursery School.

Photography and Videos in School

Working with children and young people may involve the taking or recording of images. Any such work should take place with due regard to the law and the need to safeguard the privacy, dignity, safety and well-being of children and young people.

The following is an extract from '[Guidance for Safer Working Practice for Adults who Work with Children and Young People](#)'. Informed written consent from parents or carers and agreement, where possible, from the child or young person, should always be sought before an image is taken for any purpose.

Careful consideration should be given as to how activities involving the taking of images are organised and undertaken. Care should be taken to ensure that all parties understand the implications of the image being taken, especially if it is to be used for any publicity purposes or published in the media, or on the internet.

There also needs to be an agreement as to whether the images will be destroyed or retained for further use, where these will be stored and who will have access to them.

Adults need to remain sensitive to any children who appear uncomfortable, for whatever reason, and should recognise the potential for such activities to raise concerns or lead to misunderstandings.

It is not appropriate for adults to take photographs of children for their personal use.

This means that adults should:

- Be clear about the purpose of the activity and about what will happen to the images when the activity is concluded.
- Be able to justify images of children in their possession.
- Avoid making images in one to one situations or which show a single child with no surrounding context.
- Ensure the child/young person understands why the images are being taken and has agreed to the activity and that they are appropriately dressed.
- Only use equipment provided or authorised by the organisation.
- Report any concerns about any inappropriate or intrusive photographs found.
- Always ensure they have parental permission to take and/or display photographs.

School Storage

Any film or photographs taken by the school will be stored on the school hard drive. It will be made clear to staff that any images are not for personal use and should only be used in school or for their intended purpose. Only school staff will have access to photos or footage in school.

This means that adults should not:

- Display or distribute images of children unless they have consent to do so from parents/carers.
- Use images which may cause distress.
- Use mobile telephones to take images of children.
- Take images 'in secret', or take images in situations that may be construed as being secretive.

The school will:

Ask permission, from parents, for the school to be able to:

- Individually photographed or videoed their child where the pictures are to be displayed **only** within school or sent home for purchase.
- to be photographed, filmed or videoed by or for the media (e.g. the press or television) and for my child's name to be released for publication such that my child may be identified as an individual or as part of a small group (Inc the school website)

The school will keep an up to date record of the permissions given.

School Performances

Parents will be told that they are allowed to photograph and film their own child at all performances. The parents are then responsible for the safe keeping of said photos and film footage. Parents will be reminded not to upload footage and photos of other people's children to the internet including on social media sites. This reminder will be done by text and letter after each set of performances.

Safe Guarding

If at any time a child must not be photographed or filmed by other parents, the school will undertake the recording and will make ensure the photographs and film are accessible to parents whilst protecting the anonymity of the child.