



# **The Edith Borthwick School**

## **INFORMATION SHARING POLICY**

*Previously 'Photography Policy'*

<b>Date Staff Consulted</b>	<b>N/A</b>
<b>Lead Governor</b>	<b>Gary Brown</b>
<b>Date approved by Governing Body</b>	<b>3 July 2023</b>
<b>Next review date</b>	<b>Summer 2026</b>

## **AIMS**

The policy aims to:

- protect the right of parents/carers to consent to their children being photographed/filmed for particular purposes at school.
- support the school's child protection and safeguarding policies and procedures.

## **PARENTAL CONSENT**

The school obtains general consent from parents/carers to their child being photographed/filmed by means of a general consent form (**Appendix A**). This is completed for new learners on joining the school and lasts for the duration of their time at Edith Borthwick.

For circumstances falling outside the normal day to day activities of the school in which pictures of the learners are requested, specific informed written consent from parents/carers is always requested. (**Appendix B**)

**GOOD PRACTICE** (*part taken from 'Guidance for safer working practice for those working with children and young people in education settings 2022'*)

**Staff (and other adults) should:**

- adhere to their establishment's policy
- only publish images of pupils where they and their parent/carer have given explicit written consent to do so
- Only take images where the pupil is happy for them to do so
- Only retain images where there is a clear and agreed purpose for doing so
- Store images in an appropriate secure place in the school or setting
- Ensure that a senior member of staff is aware that the photography/image equipment is being used and for what purpose
- Be able to justify images of pupils in their possession
- Avoid making images in one to one situations

This means that adults should not:

- Take images
- Display or distribute images of pupils unless they are sure that they have parental consent to do so (and, where appropriate, consent from the child)
- Take images of children using personal equipment
- Take images of children in a state of undress or semi-undress
- Take images of a child's injury, bruising or similar (e.g. following a disclosure of abuse) even if requested by children's social care
- Make audio recording of a child's disclosure
- Take images of children which could be considered as indecent or sexual

## **Newspapers and the Internet**

- 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.
- Ensure that all staff are familiar with the content of the e-safety policy
- Ensure the image is used only in its intended context.
- Newspapers will not print anonymous photographs and therefore if a newspaper is invited in to celebrate an event, the school must give thought to this beforehand and allow only those learners who parents/carers have given permission to be included in the photo opportunities by sending specific consent forms.

## **College students/trainees**

As part of their training, many students are required to compile portfolios with photographs of children during lessons. These students should follow the practices as set out above. In addition a member of the management team will oversee the compiled images as part of the management process and consider their appropriateness.

## **Concerts, Presentations and other school events**

- Parents/carers will be allowed to take photographs/videos at such events. However should the school decide that the event is one at which photography and videoing will not be permitted, parents/carers will be informed prior to that event.
- Parents/carers will be prompted with a verbal announcement at the start of the event that any images must be taken for personal use only and must not be put on the web/internet/social media.
- People with no connection to the school will not be allowed to photograph – staff will question anyone they do not recognise who is using a camera or video recorder at events and productions.
- Parents will at all times be required to comply with the guidelines set out in the document 'Use your camera and video courteously' (**Appendix C**)

***Any concerns about any inappropriate or intrusive photographs found must be reported immediately through the school's child protection procedures.***



## **APPENDIX A**

Dear Parents and Carers,

### **PHOTOGRAPH PERMISSION FOR MEDIA/SCHOOL WEBSITE**

To celebrate school events we may invite the press to take photographs of the children for publication. Examples of this include drama productions, sports or special events. We may also use pictures of pupils on the school website/brochure/newsletter.

We must receive signed consent of how you wish your child's photograph to be used. Until the form is returned we will assume that you do not give consent for your child's photograph to be used. You can change your mind at any time by completing an 'Withdrawal of Consent' form available on the school website and school office.

Please note that it is your responsibility to inform the school if you would like any of these preferences changed in the future by completing a 'Withdrawal of Consent' form available to download from the school website or school office.

There may at times be other circumstances falling outside the normal day to day activities of the school in which pictures of the learners are requested. In such circumstances we will always ask for specific consent from parents/carers before any photography or filming of children will be permitted.

Yours sincerely

Maggie Loveday  
**Headteacher**

Attached: Parental Permission Form for Media/Website Photographs

## The Edith Borthwick School

### Parental Permission Form for Photographs and Films



Child's name: \_\_\_\_\_ Class: \_\_\_\_\_

	PLEASE TICK
I give permission for my <b>child's photograph/film</b> to be used within the school community for things such as: <ul style="list-style-type: none"><li>• Class Welcome Book</li><li>• School Newsletter</li><li>• DOJO</li><li>• Class Story</li><li>• Christmas Show</li><li>• Assessment (EFL)</li></ul>	Yes <input type="checkbox"/> No <input type="checkbox"/>
I give permission for my <b>child's photograph/film</b> to be shared more widely for things such as: <ul style="list-style-type: none"><li>• School Website</li><li>• FOEBS Posters</li><li>• School/FOEBS Facebook pages</li><li>• News Articles</li><li>•</li></ul>	Yes <input type="checkbox"/> No <input type="checkbox"/>

If there are any other particular circumstances concerning the photography/filming of your child that you wish to be made known to us, please provide details below. I understand that I must not share photos or information of any other students associated with the school on social networking sites:

Signed \_\_\_\_\_ (Parent/Carer)

Print \_\_\_\_\_ Date \_\_\_\_\_



## APPENDIX B

### PHOTOGRAPHY CONSENT FORM FOR A SPECIFIC ACTIVITY

To \_\_\_\_\_ (Parent/Carer)

Re: \_\_\_\_\_ (Name of Child)

#### Description of Activity

(Statement should include description, circulation, timescale, access, agencies involved etc.).

#### To the parent/carer

May we use your child's images in the above project?

Yes / No\*

Signature \_\_\_\_\_ Date: \_\_\_\_\_

\* Please delete as applicable.



## APPENDIX C

### **Using your camera and video courteously A guide for parents who wish to use photography at and/or video a school event**

- ☐ Remember that parents/carers and others, attend school events at the invitation of the Headteacher and Governors.
- ☐ The Headteacher and Governors have the responsibility to decide if photography and videoing of school performances is permitted.
- ☐ The Headteacher 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 are not distracted.
- ☐ Parents and carers can use photographs and videos taken at a school event for their own personal use only, including those taken on a mobile device. Such photos and videos must not be sold and must not be put on the web/internet. To do so would likely break Data Protection legislation.
- ☐ 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.
- ☐ 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.