

Policy name: Photography and Filming

Date: April 2020

Review Date: 23/05/2020, February 2021

Responsible person: Daisy Cockburn

The purpose and scope of this policy statement

Brighton & Hove Montessori School works with children and families as part of its activities and day to day running. These include: usual daytime class teaching, PE and performance classes outside the school building, trips, events such as school fairs and sponsored walks, parents evenings.

The purpose of this policy statement is to:

- protect children and young people who take part in the school's services, events and activities, specifically those where photographs and videos may be taken
- set out the overarching principles that guide our approach to photographs/videos being taken of children and young people during our events and activities
- to ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people This policy statement applies to all staff, volunteers and other adults associated with the 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:

- online abuse [learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse](https://www.learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse)
- child protection [learning.nspcc.org.uk/child-protection-system](https://www.learning.nspcc.org.uk/child-protection-system)

We believe that:

- children and young people should 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:

- the welfare of the children and young people taking part in our activities is paramount
- children and their parents/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 the children and their parents/carers understand the potential risks associated with the use and distribution of these images
- there are potential risks associated with sharing images of children online. More information about this is available from learning.nspcc.org.uk/research-resources/briefings/photography-sharing-images-guidance
- we all need to be continually working to ensure that policy and practice is based on a wide view of what may happen to pupils, not only in school but also beyond it. Recognising that school can still play a significant role in ensuring that the vulnerability of pupils in other parts of their lives is reduced.

We will seek to keep children and young people safe by:

- always asking for written consent from a child and their parents or carers before taking and using a child's image
- not using, or changing the names of children whose images are being used in our published material whenever possible (and only using first names if we do need to identify them)
- never publishing personal information about individual children
- 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 including reporting the abuse or misuse of images of children.

We will ensure parents/carers understand that website and social media platforms can be viewed throughout the world and not just in the United Kingdom where UK law applies.

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:

- reminding parents/carers and children that they need to give consent for the school to take and use images of children
- asking for photos taken during the event not to be shared on social media and/or asking people to gain permission from children and their parents/carers before sharing photographs and videos that include them, as appropriate
- 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, which should be the safeguarding lead who can guide them to this policy and deal with any issues.

Photography and/or filming for the school's use

We recognise that our school personnel may use photography and filming as an aid in learning activities such as music or drama. However, children/young people and their parents/carers must be made aware that this is part of the programme and give written consent.

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
- informing children and parents/carers that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared
- not allowing the photographer to have unsupervised access to children
- not allowing the photographer to carry out sessions outside the event or at a child's home
- 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 the 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.

The 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 they are easily identifiable, for example by using them with a coloured identification badge.

If the school is concerned that someone unknown to us is filming or taking photographs, we will ask them to leave and (depending on the nature of the concerns) follow our child protection procedures.

Storing images

Images will be stored according to our data protection and privacy policy and will be deleted after a reasonable amount of time or if consent is withdrawn.

Digital images are stored securely on our computer network which is protected by password and only accessed by people who are authorised to do so. Unless required we will not keep hard copies of images at all, except in the case of published marketing material. Where we are required to keep hard copies, these images will be stored in a locked drawer in the office.

The school does not permit staff and volunteers to use any personal equipment to take photos and recordings of children. Only cameras or devices belonging to the school should be used.

Related policies and procedures

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

- Child protection and safeguarding
- Procedures for responding to concerns about a child or young person's wellbeing.
- Data protection and privacy
- Staff Handbook.

Senior lead for safeguarding and child protection

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