

Photography and Filming Policy

Date: April 2020

Reviewed: April 2024

Review due: April 2025

Linked Policies:

Child Protection and Safeguarding P&P

Data Protection Policy

Privacy Policy

Acceptable use of IT

Visitors Policy

The purpose and scope of this policy statement

The purpose of this policy is to:

- protect children attending Brighton & Hove Montessori School and who take part in the school's services, events and activities, specifically those where photographs may be taken
- set out the overarching principles that guide our approach to photographs being taken of children during daily activities and events
- to ensure that we operate in line with our values and within the law when creating, using and sharing images of children.

This policy statement applies to all staff, volunteers and other adults associated with the school.

For the purpose of this policy, the word 'photograph' includes any kind of still or moving image with or without sound and whether stored/transmitted electronically or as a hard copy.

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 attending our school is paramount
- sharing photographs and films of our activities can help us celebrate the successes and achievements of our children, provide a record of our activities and raise awareness of our school
- 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/or 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 [the NSPCC](#)

Legal framework

This policy covers all photography taken in school, on school trips or at school events. It is based on guidance provided by the NSPCC, Information Commissioner's Office, UK GDPR and safeguarding guidance.

The regulations will always guide our action in this area, although it is hoped that common sense and goodwill will be applied by all parties. It is often the case that unjustified fear of breaching GDPR stops people taking photographs or videos of school activities. At Brighton & Hove Montessori School we believe that, subject to sensible and legal constraints as set out below, taking photographs of children is part of school life and is something we are happy for families to do.

Photographs taken for official use by the school as part of curricular records are necessary to fulfil our function as a school and therefore fall under the 'public task' lawful bases (or reasons) for processing personal data under UK GDPR.

To display personal information, including photographs, in a more public context or to promote the school, such as via the school website, social media or other media use, this wouldn't fall under the 'public task' basis as it's not essential for the running of the school.

The School must seek consent if, for example, we:

- Photograph children in a lesson for use in the school prospectus
- Take photos of children to be put up in classroom displays
- Hire a photographer to take photographs
- Take photographs or videos of individuals, or groups of children, for any other promotional purposes

Note, photos and videos taken by parents/carers, such as at sports days or school performances, are counted as being taken for 'personal use' and are therefore not covered by UK GDPR. In this situation though, we ask parents/carers not to share or publish images on social media or elsewhere online, for safeguarding reasons.

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

- asking for written consent from parents/carers upon joining the school to take photographs of their child (see permission form below).
- 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
- only using school owned electronic devices with imaging and sharing capabilities in the setting.
- never publishing the names of 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 school knows the procedures to follow to keep children

safe including reporting the abuse or misuse of images of children.

Staff must always consider the safeguarding risks

Even if we have consent to take and display images or other personal data about a child we must take into account:

- Children's ages
- How sensitive the information is – if in doubt speak to parents and carers
- Whether the child is vulnerable – again, if in doubt speak to parents and carers
- Who else could see it – information displayed in on walls could be visible to third parties. Staff must think about the sensitivity of any child information you're displaying, and whether anything could be misinterpreted or misused. This is even more important when displaying data externally, such as on the school website.

Storing images

Images are stored according to our data protection 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 password protected 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 or cupboard.



Dear families,

We regularly take photographs of the children working in the school. We would very much like to be able to share these images with our families, in the school's prospectus, on the school's website and, where appropriate, via the school's social media channels e.g. Facebook. (Such images would not be accompanied by the child's name.) We hope parents will feel able to support the school in using images to celebrate the achievements of children and to promote the work of the school.

As children are often involved in group activities or sharing the same space, there are frequently several children featuring together in the same photograph. Parents are reminded that such images are for personal use only.

I give permission for my child's photograph to be shared with other families within the school, in newsletters and through Montessori Compass - the schools record keeping software

Yes/No

I give permission for my child's photograph to be used in the school's prospectus.

Yes / No

I give permission for my child's image to be used on our website.

Yes/No

I give permission for my child's image to appear on our social media channels

Yes/No

Childs name _____

Parent signature: _____ Date: ___/___/___

Please print name _____