




## Hunnyhill Primary School

<b>Date of Review</b>	<b>February 2024</b>
<b>Next Review Due</b>	<b>February 2026</b>
Staff Responsibility	Headteacher
Notes / Source	
Signed by Chair of Governors	

### Photography In School Policy

#### **Statement**

Hunnyhill Primary School aims to keep all children within its care safe. This includes raising awareness of potential danger through the taking of, and /or distributing of, photographs or moving images. This policy will clarify the rules surrounding photography in school.

#### **Photography by the School**

When a child starts at Hunnyhill their parents/carers will be asked to sign a photograph consent form (<https://forms.gle/oDuUKYbCmLoCUEgx9>) indicating if they do or do not want their child to have their photograph taken. The decision made regarding the consent will be fully respected by the school. If parents/ carers wish to change the decision already made, for example give consent for the school to take their child's photo then they must put this request in writing.

#### **Photography by Parents**

Unless **specific permission** is given by a senior member of staff, and it is used in the presence of an agreed member of staff, the use of cameras, video cameras, mobile phone cameras or any other image capturing device on the school premises during school hours or when children are present by parents/carers, visitors or contractors is **not permitted**.

Parents/Carers are permitted to take photographs and recordings of **their** child during class assemblies and school productions in the school hall, but this is a privilege and not a right. Parents are made aware that the school places the responsibility of trust on them to not abuse this privilege. **Any** images which may show a child other than your own must **not** be shared on public networking sites to protect the privacy of our children. You may place a picture on public networking sites if the image contains only **your** child.

The school will not allow parents to set up social media groups which are **in any way** related to or can be associated with the school, such as class groups, even if they are closed groups, as pictures could be shared outside the group. Any social media groups which can be linked to the school will be asked to shut down.

**Failure to recognise and comply with the rules for photography may result in the privilege being withdrawn for all parents.**

### **Photography by Pupils**

Pupils do not take cameras or other photographic devices on school trips. On some residential trips the school will take responsibility for producing pictures which parents can purchase. Any phones /photographic devices brought into school by children must be left with the class teacher at the start of the day and retrieved at the end of the day.

Children may use school camera devices during some lessons. These sessions will be supervised and images will be used for education purposes within the lesson and for displays in school.

### **Photography by Staff**

Staff phones/ camera phones are allowed to be used in the staff room during break times and may be taken onto the field for emergency use only. If a member of staff needs to make a private call they will inform the senior member of staff present and a room will be found to make the call. They will not be used at any other time unless an emergency occurs. No images of pupils will be taken on personal image recording devices at any time. This is to ensure safeguarding of pupils and staff.

Please see Hunnyhill's Safeguarding & Child Protection Policies for safeguarding contacts.