

# **Graveley Primary School**

## **A Church of England (VC) School**



## **Photography and Filming Policy**

<b>Policy reviewed</b>	<b>Autumn Term 2021</b>
<b>Date ratified by the Governing Board</b>	<b>17/11/2021</b>
<b>Date of next review</b>	<b>Autumn Term 2024</b>

Graveley Primary School believe that photographs and videos can help to communicate the ethos and values of our school. The responsible use of children's images, within safe practice guidelines, can enhance the learning, morale and self-esteem of its pupils, through pride in achievements and participation.

However, we need to ensure that all our parents and carers are aware, that in the child's interests of child protection, we must manage how, when and to what extent we allow images to be taken in the school and at school events.

We live in a digital age in which images and comments that can be shared in seconds will remain for a lifetime and can impact on child safety, self-esteem and even future career prospects.

The school will continue to promote e-safety learning for all our pupils, staff and families so that we are all aware and can minimise the risks of images of our children being used inappropriately.

### **School Photography**

At Graveley Primary School, we want to celebrate our achievements and special days and promote our pupils successes. With parental consent, we use images of our pupils, their work, environment and special events. These images may be used in displays around the school, in books, on our website, on our Facebook page or in the school prospectus.

We will be sensitive in how we take these photographs or footage by using group shots rather than individual, using angles and never identifying an individual. Sometimes, however it is wonderful and appropriate to capture smiling faces.

### **Storage of images**

Graveley Primary School takes appropriate technical and organisational security measures to ensure that images of pupils held by the school are kept securely on school systems, and protected from loss or misuse. The School will take reasonable steps to ensure that members of staff only have access to images of pupils held by the school where it is necessary for them to do so.

All staff are given guidance in the Staff Code of Conduct on taking, storing and using images of pupils, and on the importance of ensuring that images of pupils are made and used responsibly, only for school purposes, and in accordance with school policies and the law.

### **Family Photography and Filming**

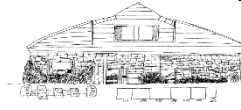
Photographs of Nativities, carol singing, sports events, class assemblies and other performance events will be permitted, if it is possible, at a particular point in the event. A photo-call will be held either before or after an event when parents will have the opportunity to take still photographs of their child. Please be aware, unless the school has received prior permission, parents will only be able to take photographs of their own children.

Some restrictions may be necessary for reasons of safeguarding or out of respect for the rights and privacy of parents who have withheld or withdrawn consent for their child being photographed.

Video recording or filming of any description is not permitted at any event.

Parents are not permitted, in any circumstances to take photographs for anything other than their personal use, including uploading to any social media platform. Using photographs taken at school for anything other than private use would require the consent of the other parents whose children may be captured in a photograph. Without this consent the General Data Protection Regulation (GDPR) would be breached.

**Graveley Primary School  
A Church of England (VC) School  
Headteacher Mrs Nicky Hand**



Ashwell Common, Graveley Nr Hitchin, Hertfordshire SG4 7LJ  
Telephone: 01438 351377 Email:admin@graveley.herts.sch.uk

**Graveley Primary School Photography and Filming Agreement**

I have read and understood the attached policy.

I agree to abide by the above agreement and to follow the school guidelines of

- Only taking photographs of my child at pre-arranged slots during events.
- Not posting photographs of other Graveley Primary School pupils on social media without prior consent of parents.

**Name of child:** .....

**Class:** .....

**Parent/carer's name:** .....

**Signed:** .....

**Date:** .....