

Ashgrove Primary School

Policy
on
Photography

1 January 2005
VERSION 1:1

Policy on Photography

Rationale

The word photography is used in this policy to include traditional photographs and digital images of any kind, still or moving.

For many years photography has contributed both profoundly and superficially to our culture. It plays a significant role in commerce, entertainment and communication; it is commonplace in our homes and it is an important element of school life.

In Ashgrove we feel it is vital that achievements are recognised and that pupils feel valued, proud and happy. Photography is a useful tool within school and it is employed routinely in many ways, for example record keeping, displays, teachers' lessons and the children's own work. On occasions photographs are also used for the press and other promotional purposes.

We are, however, sensitive to the wishes and rights of parents who may not want their children to be photographed and who may have concerns about the uses of such images.

This policy has been written with reference to the Human Rights Act 1998 and advice from Michelle Groves of Charis Consultants/NEELB (2004).

Taking Photographs and Video

All parents are asked to give their consent for photography of their child by completing a permission slip that is held on file. A register is kept of children who must not be included in team photographs, videos of the Christmas nativity play, records of class trips, or any other photographic image, moving or still.

Photographs will not be taken of children when they are vulnerable – upset, hurt or in a state of undress.

All reasonable measures will be taken to ensure that no child on the register is photographed or videoed by a visitor to school or while on an educational visit outside school. The exception to this may be photographs taken by parents at events such as concerts or Christmas services and for newspapers and the media (and which may be accompanied by children's names).

Parents are always advised of a visit from a commercial photographer and invited to participate.

Use and Storage of Photographs and Video:

Class photographs are held for reference in the office and archived after use.

Photographs taken as records of events or for educational purposes may be displayed around the school. They are then archived after use.

As with children's files, archived photographs will be held until the subjects of the photographs attain twenty one (the "age of majority" plus three years in which to bring any legal action).

Photographs are not exchanged with anyone outside school, or removed for private use by any employee or volunteer.

Photographs of children are always used minimally on our website and only after a specific request to individual parents. Children are never be identified by name.

Review

This policy will be reviewed each year.

Ashgrove Primary School

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Re: Photography Policy

Dear Parent

Photography and video are familiar features of commercial, domestic and school life and in many ways they are now taken for granted. Within school they are used routinely for record keeping, displays, teachers' lessons and the children's own work. On occasions they are also used for the press and other promotional purposes. Photographs of children are used minimally on our website and only after a specific request to individual parents. Children are never identified by name.

In Ashgrove we feel it is important that achievements are recognised and that pupils feel valued, proud and happy, however we are also sensitive to the wishes of parents who may not want their children to be photographed or videoed.

In order to meet legal requirements I must ask you to complete and return the slip below. The full policy is available on our website and from the school.

Many thanks

Yours sincerely

Peter B Waddell
(Principal)

I give my permission for _____ to be included in photographs and videos in line with school policy.

Name: _____ Signature _____ Date: _____