

Taking of Images by Family and Friends Policy

Guiding Principles

Family and friends often wish to take still or video images of their children and friends at school events and activities, such as plays, concerts or sporting activities. This is permitted by the Stephen Perse Foundation provided that images are taken purely for personal use.

The aims of this policy are:

- To promote safety and welfare and respect for others
- To ensure a sensible balance between children's privacy and creative self-expression
- To comply with the law and good practice.

The term "images" includes the following:

- Photographs including digital photographs
- Video or film clips
- Images captured by mobile phones and other portable devices with a camera facility
- Webcams

The term "taking images" includes, unless otherwise stated, making, editing, using and storing images.

The law does not restrict the general right of individuals to take photographic or video images of other people. The restrictions that exist relate to wrongful exploitation.

Courtesy and good manners require that the following rules are respected:

Visitors should use common sense when taking images. No person should take images of students or adults that are unnecessarily intrusive or might cause embarrassment or distress. If it seems appropriate to ask for someone's consent before taking images, ask for permission beforehand.

Visitors must use their cameras, mobile phones or other devices with consideration and confine their photography to the relevant event.

Visitors will be reminded that whilst it is permissible (under the Data Protection Act 1998) to take photographs for personal use, publication of such images may be unlawful.

Where a play or concert is subject to copyright and performers' rights restrictions, visitors will not be permitted to take images, photographs or video film.

"Personal use" describes situations such as where parents or grandparents take photographs or video

footage of their children and their friends taking part in Sports Day or a play to put in the family photo album or video collection.

Parents are reminded that images must be for private use and should not be posted on social networking sites.

Child Protection

Adults will be mindful of child protection issues and should raise concerns with the Designated Safeguarding Lead, one of the Designated Persons for Child Protection (or any senior manager who is immediately available) if they become aware of anyone:

- taking an unusually large number of images
- taking images in inappropriate settings such as cloakrooms, toilets or changing areas
- taking images of students who are apparently unaware that they are being photographed or filmed in situations where taking images would not be the norm.

Using photographic material of any kind to bully, harass or intimidate others will not be tolerated and will constitute a serious breach of discipline. Appropriate action will be taken in accordance with the School's anti-bullying and behaviour and discipline policies.

When publishing images of children in school documents or on the website, care will be taken to minimise the risk of such images being modified to create inappropriate or indecent images. The Designated Safeguarding Lead can give specific advice as requested.

Please also refer to:

Safeguarding and Child Protection Policy - Foundation

Anti-Bullying Policy - Foundation

Reviewed: January 2017