

Fiskerton CE Primary School

'Where happy children learn'



Photographs & Video Policy 2025-2026

Flourishing together within the love of God.

As an inclusive and caring church school, we aim to provide an excellent education and develop a life-long love of learning. We see all members of our school family as valued and valuable in the eyes of God, and we support and challenge everyone to achieve their full potential.

"I come to bring life in all its fullness." (John 10:10)

Being a Good Neighbour

Friendship

Peace

Love

Thankfulness

Fulfilling Our Gifts

Wisdom

Self-Belief

Hope

Trust

Serving Others

Compassion

Forgiveness

Responsibility

Respect

Policy on Photographic and Video

Introduction

At Fiskerton CE Primary School, we believe the use of images of pupils and their work to be an important way of building and maintaining links with our school community. We regularly take images of our pupils for use on the following official school accounts: such as the school's website, Twitter and Facebook. Our school will do all it can to ensure that images are used properly, and that, as in all matters, risks are minimised, and our children kept safe and secure, whether at school or elsewhere. The aim of this policy is to establish the right balance between the proper use of technology and the safety of our children at all times.

Under current GDPR Regulations, all photographs and video images of children and staff alike are classified as personal data. This means that no image can be used for display or for school publicity etc., unless consent is given by or on behalf of the individual concerned.

Responsibilities

The overall responsibility for the appropriate use of photography at school and in connection with school events rests with the Headteacher and the DSL.

The Headteacher is responsible for:

- Ensuring consent forms are sent to parents, at the beginning of the academic year with regards to photographs and videos being taken whilst at school.

- Deciding whether parents are permitted to take photographs and videos during school events.

- Communicating this policy to all the relevant staff members and the wider school community, such as parents.

Data Protection Officer (DPO) is responsible for:

- Ensuring that all photos and videos are stored and disposed of correctly, in line with the GDPR and the DPA 2018.

- Informing and advising the Governors and staff about their obligations to comply with the GDPR and the DPA 2018 in relation to photographs and videos.

- Monitoring the school's compliance with the GDPR and the DPA 2018 in regards to processing photographs and videos.

- Advising on data protection impact assessments in relation to photographs and videos at the Governors internal audits regarding the school's procedures for obtaining, processing and using photographs and videos.

Providing the required training to staff members in relation to how the GDPR and the DPA 2018 impacts.

The Designated Safeguarding Lead (DSL) is responsible for:

Liaising with the DPO to ensure there are no data protection breaches

- Informing the Headteacher of any known changes to a pupil's security, e.g. child protection concerns, which would mean that participating in photography and video recordings would put them at significant risk.

Parents are responsible for:

- Completing the Consent Form on admission and updating as appropriate on an annual basis.
- Informing the school in writing if they wish to make any changes to their consent.
- Acting in accordance with this policy

Parental permission

- All parents and carers will be asked to sign a consent form allowing their child to be photographed or videoed while taking part in school activities, and for the image to be used within the school. This form will be given to the parents or guardians of all children joining the school in each successive year. This 'rolling' consent will allow the school to take pictures of pupils engaged in educational activities such as sports events, drama productions, field trips, etc., and to use these pictures internally. Some external agencies may have elements in their own policies that will take precedence. Where parents or carers do not give their consent, then the children concerned will have their pictures censored.
- All pictures taken will be appropriate, and will show children properly clothed for the activity they are engaged in. The school will do all it can to ensure that due sensitivity is shown in the choice and composition of these images.

School performances and events

If the Headteacher permits parents to take photographs or videos during a school event, parents will:

Ensure that any images and recordings taken at school events are exclusively for personal use and are not uploaded to the internet, posted on social networking sites or openly shared in other ways.

Refrain from taking further photographs and/or videos if and when requested to do so by a member of school staff.

Remain seated while taking photographs or videos during concerts, performances and other events.

Minimise the use of flash photography during performances.

In the case of all school events, make the focus of any photographs and/or videos their own children.

Avoid disturbing others in the audience or distracting pupils when taking photographs or recording videos.

Images and video for school publications:

The school will only take and use images that are appropriate and are considered to not be open to misuse.

If an image of a child is used, the child's full name will not be published. If a name is published, no image will be used without specific consent.

Children will be made aware of why their picture is being taken and how it will be used.

Children will be given the option to not have their image used if they are the sole focus of the picture.

Children and parents should be encouraged to recognise the value of group photographs or recordings of school events.

Images will be kept securely and held by the school for the duration of the pupil's time there, after which they will be destroyed.

Images of children from the school will not be used to illustrate controversial subjects.

Images and video for the school website, Facebook, and Twitter:

School websites are part of the internet and are more easily accessible than paper based school publications. The school will make sure that only appropriate images are used. Image filenames will avoid using children's names.

Webcams:

Webcams are a useful tool for learning. They can allow an individual or class to interact over the internet with others and support links between pupils in different schools, countries and cultures.

A webcam will only be used in appropriate circumstances such as a normal class setting.

Both children and teachers will be made aware of when a webcam is in use.

Children photographing/filming one another:

- There are many ways in which the use of digital images is valuable for children's learning. For example, they may be used in computing, art work or geography fieldwork.
- Images will be made only as appropriate for school-related activities.
- Staff will teach the children how to take pictures and will supervise and maintain control over any photographing pupils undertake during on-school or off-site activities using school iPads or digital cameras.
- As soon as images have been used for their intended purpose (e.g. illustrating a good pass in football), they will be deleted. The school will not store digital images any longer than for their immediate use.
- Camera phones are less visible and can be used to bully or take inappropriate images. Pupils with parental permission to walk to and from school are allowed to bring mobile phones which include a camera function on site; in these cases, the mobile phones must be handed in to their teacher on arrival.
- Some watches now also have a camera function on them. Children are not permitted to wear these types of watches in school.
- If it is found that cameras, camera phones or watches with a camera function have been misused, the school will follow its usual disciplinary procedures.

Staff mobile phones

- Adults may bring mobile phones, but must not use them to take pictures of children.
- During the school day, staff mobile phones are kept in staff lockers or within the staff room/office space if a locker has not been supplied. They are not to be used in the classroom setting for any reason.
- Staff may only take photographs on children in school using school devices e.g. School iPads.

Storage and retention

As per the GDPR and the DPA 2018, images obtained by the school will not be kept for longer than necessary.

Paper documents will be shredded once the retention period has ended

Where a parent or pupil has withdrawn their consent, any related imagery and videos involving their child/the pupil will be removed from the school drive. When a parent withdraws consent, it will not affect the use of any images or videos for which consent had already been obtained. Withdrawal of consent will only affect further processing.

Official school photos held on the school's management information system alongside other personal information are retained for the length of the pupil's attendance at the school, or longer if necessary, e.g. due to a police investigation.

Members of staff are responsible for ensuring that images are safely stored, particularly on hard drives & iPads. They must take reasonable measures to ensure that they do not come into the possession of unauthorised persons.

If the memory card for individual school cameras needs to be replaced, then the replaced memory card will be destroyed to ensure that no images can be recovered.

Members of staff must remember that, even when images are physically deleted from a camera or memory card, the camera or the memory card must be appropriately disposed of to ensure that no imprint remains.

Parent and Pupil Video Conferencing Acceptable Use

In order to create a safe environment for pupils and staff when taking part in video conference sessions, the following considerations must be observed:

1. By accepting the video conference ID and joining the meeting, with parental responsibility, you agree to the terms set out in this document.
2. Video conferencing is only to be accessed by a device in a communal family space.
3. It should ideally be supervised by an adult to deal with any technical difficulties.
4. Pupils need to choose their first name as their user name which will appear on the screen (please remove their surname if showing).
5. Attendees should be dressed appropriately.
6. The meeting ID is to remain confidential and not to be shared to anyone that it was not designated to.
7. Recording, photos or screenshots of the video conference are not allowed by participants.
8. If the video conference is recorded by the hosting teacher, it will be stored in line with the school GDPR and ICT policy. This will not be shared unless parents have indicated their consent.
9. Teachers will manage the waiting room and only admit pupils belonging to the group so that it can only be accessed by authorised participants.
10. For participants, some video conference facilities will be disabled by the host teacher. This includes but is not limited to the screen record function and screen share.
11. Pupils are not permitted to use chat unless directly requested by the teacher.

12. Lastly, the same behaviour expectations that are set within a classroom apply to the video conference and the teacher retains the right to terminate a pupil's participation.

Media publications

Sometimes, local or national media visit the school to follow up a news story. This is often to do with a notable achievement by a child or a group of children from the school or the school may have raised money for a charity whose representative wants to receive the donation in person. Only images of children for whom the school has permission to include in media publications will be used. Newspapers normally ask for the names of the children to go alongside the photographs; if parents or carers do not wish this to happen, then the school will not allow the individual to be photographed or filmed by the media concerned.

Monitoring

This policy will be monitored by the governing body and revised as appropriate, and not less than two years from the date of its adoption. Any incidents of concern relating to this policy will be referred to the Chair of Governors by the headteacher.

Signed: 

Sally Reeve, Chair of Governors

Signed: 

Christina Bradbury, Headteacher

Date Reviewed & updated: 22.01.25

Date next review: January 2026