

THORNHILL PRIMARY SCHOOL PHOTOGRAPH AND VIDEO POLICY

There are occasions during the academic year when parents, carers, school staff and visitors will wish to take photographs or make a video recording of the children taking part in a school activity. These activities may include assemblies, performances, Sports Days and educational visits. Increasingly, technology is making it easier for pictures and images to be used inappropriately as printed material or on the web. With this in mind, Thornhill Primary School strongly discourages any form of photography and videoing on the school premises.

It is not illegal to take photographs of children in schools, but photographs and video images of students and staff are classed as personal data under the terms of the Data Protection Act 1998. Therefore, using such images for publicity purposes will require the consent of either the individual concerned or, in the case of pupils, their legal guardians. This means that images should not be displayed on websites, in publications or in a public place without such consent. The definition of public place includes areas where visitors to the school have access. Photography and/or video recording should only take place in designated areas with permission of the head teacher and consent of the parents concerned.

During the course of the academic year there may be opportunities to publicise some of the activities that the children get involved in. This may well involve filming or photographing children for use on our website, school information screen and in the local media. As a school we welcome these opportunities. There may also be occasions when we arrange photography for our own purposes, such as displays and brochures.

We believe that positive publicity benefits all involved with the school. Nevertheless, we will not involve children without parental consent. Consent forms are issued at the point of admission.

The school proposes the following restrictions on any photography and videoing at the school:

- Photography or filming will only take place with the permission of the head teacher and parents concerned, and under the supervision of school staff.

- When filming or photography is carried out by the news media, pupils will only be named if there is a particular reason to do so (e.g. they have won a prize).

- Home addresses will never be given out.

- Captions used will not reveal personal or contact details.

- We will only use images of pupils in suitable dress.