



Photography and Recorded Images Policy

Review date: June 2017

Next review date: June 2018

Staff resp. for review: CE

Norbury Manor Photographing and recording images of students policy

During a student's time at school we may photograph or film lessons and activities that involve your child. The photographs and film may be used (for example) in displays, staff training, publications, the Norbury Manor website, mobile application and articles in local newspapers. Photography or filming will only take place with the permission of the Headteacher and under appropriate supervision. Occasionally, students may be named in college publications (both digital and print) – for example, when a student has won a prize.

There may be other circumstances, falling outside the normal day-to-day activities of the school, when images and/or film are requested for use by other parties such as news and media organisations ("Third Party Use"). In such circumstances, specific consent from parents or guardians will usually be required (see appendix) before photography or filming of children is permitted. Children will only be named in such Third Party Use if there is a particular reason to do so (e.g. they have won a prize) and personal information will not be given out. Images that might cause embarrassment or distress will not be used.

If you object to your child being photographed or filmed please put your objection in writing and send it to the college marked for the attention of your child's head of year.

If you wish to attend school functions and take photographs of your child please take appropriate images, be sensitive to the presence of other people's children and be sure you do not interrupt or disrupt concerts, performances and events. The use of drones to take photographs is not permitted.

Parents/carers of all students entering the college in year 7 as well as new students who join throughout the year and/or in the sixth form are informed of this policy through the inclusion of this information in their induction pack.

Staff guidelines for taking photographic images:

Please ensure you adhere to the following guidelines in the use of photographic images involving children:

1. When taking a photograph/recording images of students make a commitment to:
 - inform students that photography or filming is taking place and the context in which the image/s will be used
 - not use images which might cause embarrassment or distress
2. The photographs/recordings must:

- a. ensure all students are appropriately dressed.
 - b. represent the diversity of the young people participating.
3. All staff involved in photographing or recording students should:
- Be mindful of the Keeping Children Safe in Education agenda; remember the duty of care and challenge any inappropriate behaviour or language during recording
 - Report any concerns relating to any inappropriate or intrusive photography to the Headteacher

An Equality Impact Assessment has been carried out with regard to this policy. There was found to be no significant impact on any group with protected characteristics i.e. this policy does not discriminate against anyone on the basis of disability, gender re-assignment, pregnancy and maternity, race, religion or belief, gender or sexual orientation.

Appendix: Exemplar consent form for photographing/recording images of children

Date:

Dear Parent or Carer,

I am writing to inform you of *(outline the third party filming/photography which is planned to take place and its context)*.

In order for this photography/filming to take place, please fill out the form below and return to ... by *(given date)*.

If you do not respond it will be assumed that you give your consent.

Please answer the questions below, sign and date the form and return it to Norbury Manor.

Name of child (block capitals):	
Name of person responsible for the child:	
<p>I understand that:</p> <ul style="list-style-type: none"> the local media may take images of activities that show the establishment and children in a positive light, e.g. pictures of new starters, drama and musical performances, sports and prize giving photographers acting on behalf of the school may take images for use in displays, in publications or on a website embarrassing or distressing images will not be used 	
<p>Having read the above statement, do you give your consent for photographs and other images to be taken and used? (please tick the appropriate box)</p>	<input type="checkbox"/> YES , I give my consent for images to be taken and used
	<input type="checkbox"/> NO , I do not give my permission for images to be taken and used
Signature of person responsible for the child:	
Relationship to the child:	
Date (DD/MM/YY):	

Signed:

Please return this form to Norbury Manor.