



CAMPBELL  
COLLEGE

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# Photography Policy

**Revised:** August 2017

**Next Revision:** August 2018

At Campbell College Kindergarten & Junior School, we are keen to use photographs and videos to assess pupils' progress, capture their 'special moments' and celebrate their achievements.

However, we are acutely aware of the potential Safeguarding & Child Protection risks around the taking of photographs and films, the storage of digital images and the use of these images.

## The Use & Storage of Digital Images

The Data Protection Act (DPA) and Human Rights Legislation require that the College safely manages the use of photographs, videos and web cams in the Kindergarten & Junior School environment.

All photos held on file (both electronic and paper) of the pupils exist in accordance with the DPA.

A parental permission form is used to obtain digital permissions across a variety of media at the start of each school year. If a parent or guardian does not give permission for their child to be photographed, all staff will be informed so that all reasonable steps can be taken to ensure that the child is not included in any photographs.

Examples of various platforms where photographs or videos may be used:

- Classrooms
- Corridor displays
- Junior Journal Newsletter
- College Website
- Junior School Facebook Page
- School Twitter Feeds
- School Prospectus

An official Kindergarten/Junior School photograph is taken at the start of each school year and a copy is held on file electronically in accordance with the DPA. A copy is also available for parents to purchase.

## **Recording Images**

- Photos and videos will only be taken using a Kindergarten camera or iPad. Staff will not be permitted to take photographs of children on their mobile phones or on any other camera.
- Images taken will portray the children appropriately attired, to reduce the risk of inappropriate use.
- Cameras will never be taken into the toilets or a changing area.
- Photos or film footage taken by parents/guardians of their children at school events is permitted under the exemption in the DPA.
- Parents/carers who accompany children as volunteer helpers on Kindergarten outings are not permitted to take photographs. Any photos will be taken by a member of staff, using a Kindergarten camera or iPad.
- Photos of school staff will only be used with consent of that staff member.
- Any incident of improper use of photographs/videos should be reported to a member of staff immediately.

## **Storing Images securely**

- Images of video recordings of children must be kept securely. Hard copies of images should be kept in a locked drawer, and electronic images should be in a protected folder with restricted access.
- Photographs and videos should only ever be stored on school computers – never on personal computers at home.
- Images should not be stored on unencrypted portable equipment (eg: laptops, memory sticks and mobile phones).
- All computers in school are password-protected and can be inspected at any time, without notice, by the Manager and another witness.
- If a child's image appears on the website or other publicity materials, their full name will not appear alongside the photograph. However, children's first names may be used and their full names may be given in group situations where they cannot be linked to individuals in the photograph.

By observing these points, we seek to ensure that visitors to the website cannot link images of pupils to names of pupils in our care.