



Photography and Filming Policy Statement

Ysgol Caer Drewyn & Ysgol Carrog



The purpose of this policy statement is to:

- ❖ protect children and young people who take part in Ysgol Caer Drewyn/Ysgol Carrog's services, concerts, events and activities, specifically those where photographs and videos may be taken
- ❖ set out the overarching principles that guide our approach to photographs/videos being taken of children and young people during our events and activities
- ❖ to ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people.

This policy statement applies to all staff, volunteers and other adults associated with Ysgol Caer Drewyn /Ysgol Carrog.

We believe that:

- ❖ we have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely.

We recognise that:

- ❖ sharing photographs and films of our activities can help us celebrate the successes and achievements of our children and young people, provide a record of our activities and raise awareness of our organisation
- ❖ the welfare of the children and young people taking part in our activities is paramount
- ❖ children, their parents and carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation
- ❖ consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used and stored, and are fully aware of the potential risks associated with the use and distribution of these images
- ❖ there are potential risks associated with sharing images of children online.

We will seek to keep children and young people safe by:

- ❖ asking for written consent from parents or carers before taking and using a child's image (Consent forms are sent every 2 years to parents – see appendix)
- ❖ always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images of children

- ❖ making it clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published
- ❖ only using first names if we do need to identify them in an image
- ❖ never publishing personal information about individual children and disguising any identifying information
- ❖ making sure children, their parents and carers understand how images of children will be securely stored and for how long
- ❖ avoiding full face and body shots of children taking part in activities such as swimming where there may be a heightened risk of images being misused
- ❖ using images that positively reflect young people's involvement in the activity.

Photography and/or filming for personal use

When children themselves, parents, carers or spectators are taking photographs or filming at our events and the images are for personal use, we will announce details of our photography statement before the start of the event e.g., Parents/carers are welcome to take videos and digital images of their children at school events for their own personal use. However, to respect everyone's privacy these images should not be published/made publicly available on social networking sites, nor should parents/carers comment on any activities involving other learners in the digital/video images.

This includes

- ❖ reminding parents, carers and children that they need to give consent for Ysgol Caer Drewyn/Ysgol Carrog to take and use their images
- ❖ to concentrate on their own children as much as possible
- ❖ asking for photos taken during the event not to be shared on social media or asking people to gain permission from children, their parents and carers before sharing photographs and videos that include other children
- ❖ recommending that people check the privacy settings of their social media account to understand who else will be able to view any images they share
- ❖ reminding children, parents and carers who they can talk to if they have any concerns about images being shared.

Photography and/or filming for Ysgol Caer Drewyn/Ysgol Carrog's use

We recognise that our staff may use photography and filming as an aid in activities and for assessment purposes. However, this will only be done with the school's permission and using school equipment.

Children, young people, parents and carers must also be made aware that photography and filming is part of the programme and give written consent.

If we hire a photographer for one of our events, we will seek to keep children and young people safe by:

- ❖ providing the photographer with a clear brief about appropriate content and behaviour
- ❖ ensuring the photographer wears identification at all times
- ❖ informing children, their parents and carers that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared
- ❖ not allowing the photographer to have unsupervised access to children

Photography and/or filming for wider use

If people such as local journalists, external providers, professional photographers (not hired by Ysgol Caer Drewyn/Ysgol Carrog) wish to record one of our events and share the images professionally or in the wider world, they should seek permission in advance.

They should provide:

- the name and address of the person using the camera
- the names of children they wish to take images of (if possible)
- the reason for taking the images and/or what the images will be used for
- a signed declaration that the information provided is valid and that the images will only be used for the reasons given.

Ysgol Caer Drewyn/Ysgol Carrog will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the children who are the intended subjects of the images and their parents and inform the photographer of anyone who does not give consent.

External providers wishing to take photographs/films of an event will be asked to provide their own consent form for parents to sign with full details of the reason for the photographs/filming, where they be published and for how long they will be kept.

At the event we will inform children, parents and carers that an external photographer is present and ensure the photographer is easily identifiable, for example by issuing them with a coloured identification badge.

If Ysgol Caer Drewyn/Ysgol Carrog is concerned that someone unknown to us is using their sessions for photography or filming purposes, we will ask them to leave and (depending on the nature of the concerns) follow our child protection procedures.

If consent to take photographs is not given

If children, parents and/or carers do not consent to photographs being taken, we will respect their wishes. We will agree in advance how they would like to be identified so the photographer knows not to take pictures of them, and ensure this is done in a way that does not single out the child or make them feel isolated.

We will never exclude a child from an activity because we do not have consent to take their photograph

Storing images

We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law.

Electronic individual pupil images will be stored for the length of time they attend the school. Once they leave these images will be deleted.

Whole school photos and group/whole school special/celebratory events will be kept as part of the school archives.

Any images used in our prospectus, handbooks or website will be changed once a child has left the school.

We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

Ysgol Caer Drewyn/Ysgol Carrog does not permit staff and volunteers to use any personal equipment to take photos and recordings of children. Only cameras or devices belonging to the school should be used.

Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures, including:

- Safeguarding and child protection policy and procedures.
- Code of conduct for staff and volunteers.
- Online safety policy and procedures for responding to concerns about online abuse

Review

This statement was implemented during the Autumn term 2024 and will be reviewed in Autumn 2027.

Appendix A

Ysgol Caer Drewyn/Ysgol Carrog

Consent for children to appear in photographs or in videos.

We occasionally take photographs or make videos of the children at our school which may be used in the school's newsletter, prospectus, on our school website, social media (Facebook & Twitter) or in school displays, etc.]. In compliance with Data Protection legislation, we will not use photographs or video of your child without consent.

Please read the below important information before answering the questions and returning the form.

- This form is valid for the period of two school years from September 20__ - August 20__.
- You can withdraw your consent for any or all of the activities listed at any time by contacting the school secretary.
- A separate form should be completed for each child.
- There are certain activities where we do not use consent as the basis for processing your child's data. These are described in our Privacy Notices which are on our school website and are included in our induction pack which you were given when your child started school.
- We may also take photos/video of your child for identification purposes and for evidencing their educational development – this will not be shared unless the law requires us to do so or you have given your specific consent.

Description of use of photographs or Images	Delete as appropriate
Do you consent to the school putting your child's photograph and / or name on the school's website, including on-line publications such as newsletters, prospectus etc.?	Yes / No

<p>Do you consent to the school using your child's photograph and name on social media?</p> <p>Twitter – Closed group (but please be aware in the near future twitter feed may appear on our school website)</p> <p>Facebook – Public Page</p>	<p>Yes / No</p> <p>Yes / No</p>
<p>Do you consent to the school using your child's photograph in our hard-copy printed publications: newsletters, nursery booklet, prospectus etc used for promotional purposes?</p>	<p>Yes / No</p>
<p>Do you consent to the school using your child's photograph and/or first name on displays within the school building?</p>	<p>Yes / No</p>
<p>Do you consent to the school recording your child on video and taking photographs for school events, trips and concerts?</p>	<p>Yes / No</p>
<p>Do you consent to the school allowing your child to appear in newspaper coverage e.g. of high-profile events or to celebrate particular achievements?</p> <p style="text-align: right;">Local newspapers</p> <p style="text-align: right;">National newspapers</p>	<p>Yes / No</p> <p>Yes / No</p>

Name of Child

.....

Name of Parent / Carer

.....

Signed: (parent / Carer)

.....

Date:

Appendix B

Parents/Carers guidance

On the permitted use of video equipment or cameras/mobiles phones in school in line with the data protection act.



There will be occasions during the school year where you will wish to take photographs or make videos recording of your child or children taking part in a school activity.

- ✚ Photographs and video recordings are permitted strictly only for personal use.
- ✚ Parents should not take shots/film of any child other than their own (except incidentally as part of a group shot) without the prior agreement of that child's parents.
- ✚ Recordings and /or photographs other than for private use would require the consent of all the other parents/carers whose children may be included in the images.
- ✚ Any images which include a child other than your own must not be placed on the internet/social media sites without the consent of all parents; otherwise, data protection legislation may be contravened.
- ✚ Any recording/photographs should ideally focus on the activity only.
- ✚ Parents and spectators should be prepared to identify themselves, if requested, and state their purpose for photography/filming. If any participant and /or parent has any concerns about inappropriate or intrusive photography /filming, these should be reported to school staff at the event.
- ✚ We recommend that parents check the privacy settings of their social media accounts to understand who else will be able to view any images they share.

*Parents/carers are welcome to take videos and digital images of their children at school events for their **own personal use only**. However, to respect everyone's privacy these images should not be published/made publicly available on social networking sites, nor should parents/carers comment on any activities involving other learners in the digital/video images.*