Cardinal Newman Catholic Primary School

Photography and Filming Policy

MISSION STATEMENT

To be a community of learners, believers and friends rooted in the values and teachings of the Gospel. We seek to enable every individual to develop his or her potential in the knowledge that they are uniquely created and loved by God.

This Policy has been approved and adopted by the Xavier Catholic Education

Committee Responsible: Risk & Audit Committee
To be reviewed in October 2027

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Purpose

The purpose of this policy is to:

- Ensure images and videos taken within Cardinal Newman Catholic Primary School are taken and held legally and the safeguarding of children and young people is prioritised.
- 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 and volunteers associated with Cardinal Newman Catholic Primary School as well as children and parents/carers.

This policy applies to all images, including still and video content taken by Cardinal Newman Catholic Primary School.
Cardinal Newman Catholic Primary School does not permit staff to use any personal equipment to take photos and recordings of children. Only cameras or devices belonging to Cardinal Newman Catholic Primary School should be used.

Legal framework

Data Protection Act 1998

Photographs and video images of pupils and staff are classed as personal data under the terms of the Data Protection Act 1998. Therefore, using such images for school publicity purposes requires written consent of either the individual concerned or in the case of children, their legal guardians.

All images taken by Cardinal Newman Catholic Primary School will be respectful of the Data Protection Principles.

This means images will be:

- fairly and lawfully processed
- processed for limited, specifically stated purposes only
- used in a way that is adequate, relevant and not excessive
- accurate and up to date
- kept on file for no longer than is necessary
- processed in line with an individual's legal rights
- kept securely
- adequately protected if transferred to other countries

The Office Manager is responsible for ensuring the acceptable, safe use and storage of all camera technology and images within the school.

Related policies and procedures

This policy takes into account the DfE statutory guidance 'Keeping Children Safe in Education' 2024,'Working Together to Safeguard Children' 2023, 'Teaching Online Safety in Schools' 2023, DfE guidance and the local Surrey Safeguarding Children Partnership Procedures.

This policy should be read in conjunction with other relevant school policies including, but not limited to:

- Child protection and Safeguarding Policy
- Code of Conduct
- Online Safety Policy
- Acceptable Use of Technology Policy
- Data Retention Policy

Context

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 school.
- the welfare of the children and young people taking part in our activities is paramount.
- children, their parents and carers and staff have a right to decide whether their images are taken and how these may be used.
- consent to take images of children is only meaningful when children, their parents and carers and staff 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:

- always asking for written consent from a child and their parents or carers before taking and using a child's image.
- keeping a copy of the written consent where children's images are used for publicity purposes (such as the school prospectus or publications) until the image is no longer in use .
- 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 the first names of children whose images are being used in our published material when we identify children.
- making sure children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information).
- reducing the risk of images being copied and used inappropriately by:
    - only using images of children in appropriate clothing
    - 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 children and young people's involvement in the activity.
- ensuring all children are taught to understand and manage risk through personal, social, health and economic (PSHE) education and relationship and sex education (RSE) and through all aspects of school life. This includes online safety and the safe and appropriate use of images.
- ensuring all staff receive information regarding the safe and appropriate use of images as part of their safeguarding training.

Photography and/or filming for personal use by parents/carers

When parents/carers are permitted to take photographs or film at school events and the images are for personal use, we will publish guidance about image sharing in the event program and/or announce details of our photography policy before the start of the event. We will make it clear from the start of the event that any images taken must be for personal use only. This includes:

- reminding parents/carers that the right to withdraw consent will be maintained and any photography or filming on site will be open to scrutiny at any time.
- Reminding parents/carers they are only permitted to take photographs and recordings in designated areas. Photography and recording are not permitted in sensitive areas such as changing rooms, swimming areas etc.
- 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 them.
- 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 parents/carers who are using photographic equipment that they must be mindful of others, including health and safety concerns, when making and taking images.
- reminding children, parents and carers who they can talk to if they have any concerns about the use of images.

Photography and/or filming by children

- The setting will discuss and agree age appropriate acceptable use rules with children regarding the appropriate use of cameras, such as places children cannot take the camera (e.g. unsupervised areas, toilets etc).
- All staff will be made aware of the acceptable use rules regarding children's use of cameras and will ensure that children are appropriately supervised when taking images for official or curriculum use.
- Only school owned equipment (school devices, digital or video cameras) will be used by children to capture images.
- Photos taken by children for official use will only be taken with parental consent and will be processed in accordance with the Data Protection Act 1998.
- Parents/carers will be made aware that children will be taking photos/videos of other children and will be informed how these images will be managed by the setting e.g. will be for internal use by the school only (not shared online or via any website or social media tool).
- Still and video cameras provided for use by children and the images themselves will not be removed from the school.

Photography and/or filming for Cardinal Newman Catholic Primary School use

We recognise that some departments may use photography and filming as an aid in activities such as music or drama. However, this should only be done with Cardinal Newman Catholic Primary School permission and using school equipment.

Children, young people, parents and carers must also be made aware that photography and filming are 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 behavior.
- 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.
- not allowing the photographer to carry out sessions outside the event .
- reporting concerns regarding inappropriate or intrusive photography in line with our Safeguarding and Child Protection Policy.

Photography and/or filming for wider use

If people such as local journalists, professional photographers not hired by Cardinal Newman Catholic Primary School or students 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.

Cardinal Newman Catholic Primary School 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 or carers and inform the photographer of anyone who does not give consent.

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

The identity of any press representative will be verified and access will only be permitted where the event is planned, and where press are to be specifically invited to attend. No authorisation will be given to unscheduled visits by the press under any circumstances.

If Cardinal Newman Catholic Primary School 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.

Storing images

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

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

We will keep hard copies of images in a locked drawer and electronic images in a protected folder with restricted access. Images will be stored for no longer than is considered necessary. The data controller will ensure that all photographs are permanently wiped from memory cards, computer hard and portable drives or other relevant devices once the images will no longer be of use.