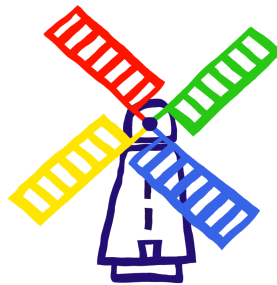


# School Photography Policy

Unity  
Trust  
Courage  
Curiosity  
Respect  
Kindness

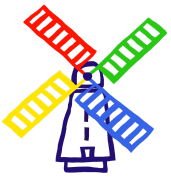
A community for learning. Raising expectations. Fulfilling high standards.



Revised: **March 2026**

The policy is to be reviewed by: **March 2028**

Headteacher: **Mrs Gemma Hillier**



### **Introduction**

The Data Protection Act 1998 and the introduction of the Human Rights Act 1998 has meant that we need to exercise more care in the use of photographs, videos and webcams of clearly identifiable people. Also, increased use by schools of the Internet has led to several requests for advice on using images of children and adults both on a website and on printed publications. The key point to remember is that schools should always have the permission of either the pupil or the parents prior to using their image.

The Data Protection Act 1998 also affects our use of photography. The Act does not prevent individual parents recording, filming or photographing their children at school events; this is covered by an exemption to the Act.

### **Consent**

We will obtain photographic and videographic consent of children at the start of their school journey with Widmer End Community Combined School & Pre-School. This consent will be obtained by their primary legal guardian or carer and will last for as long as the child is a pupil at the school. Consent will be confirmed or declined via Arbor.

We will avoid using photographs of children after they have left the school, unless the photos were taken by a professional photographer for the use on our school website, prospectus, social media pages or promotional and marketing materials.

### **Press photographs**

Occasionally, members of the press may take photographs or film footage at Widmer End Community Combined School & Pre-School. For example, the mayor recently visited a school and the local press took photographs of the mayor surrounded by pupils. Photographs taken for the purpose of journalism are exempt from the Data Protection Act.

### **Website**

The School website will not use:

- Personal details or full names (first name and surname) of any child or adult in a photograph, although first names will be used in some circumstances, with parental/guardian consent. For example; recognising a pupil's achievement in our weekly newsletter.
- Personal e-mail or postal addresses, telephone numbers, social media I.D. etc.



When using group photographs, they will have general labels, such as 'Science Workshop' or 'Year 3 School Trip'. This will avoid the risk of inappropriate and unwelcome attention from people outside the school.

### **School prospectuses and other literature**

Although most school literature is sent to a very specific audience, Widmer End Community Combined School & Pre-School won't use personal details or full names of any child in a photograph. Consent is always sought via the Arbor Parent Portal.

### **Videos**

Consent will be confirmed or declined via Arbor, in the same way that photographic consent is obtained. Parents/guardians may make video recordings of nativity plays and similar school events. There is a data protection exemption that allows this for personal use, however we do ask that no videos are shared outside of the school community.

### **Webcams**

Staff members will not use a webcam in front of children, without the express purposes of a workshop or academic necessity. The rare use of a webcam will be clearly advised to all parents and carers beforehand and permission sought for each event. The room(s) which host the webcam will be clearly signposted for other students and staff not to enter whilst the webcam use is in progress.

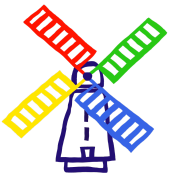
We will advise students, parents and carers:

- Why the webcam is there,
- What you will use the images for, and
- Who might want to look at the pictures.

### **CCTV**

Widmer End Community Combined School & Pre-School have various CCTV cameras filming 24 hours a day, 7 days a week. These images are recorded and stored for a month, in case they are required to be viewed. Examples of this are (not limited to):

- Evidence for a crime (videos may be sent to police)
- Behaviour monitoring in line with our positive behaviour policy
- To protect and safeguard children, staff and visitors



# Widmer End Community Combined School & Pre-School

## School Photography Policy

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Consent is not required in the event of needing to view CCTV, however, CCTV recordings will not be uploaded to our school website, social media channels, nor shared with members of the public unless explicit consent has been received from all parties involved in the CCTV video. Please see out CCTV policy for further details.

### **The rights of school staff**

The above guidelines for Widmer End Community Combined School & Pre-School pupils, also applies to staff and visitors. Consent must be obtained before using any photography and videography.

### **Using images of children consent conditions for use by Widmer End Community Combined School & Pre-School**

1. The consent is valid for five years from the date you accept it, or for the period of time your child attends this school. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings after your child leaves this school, unless they are professional photographs/videos used for promotional materials such as advertising, prospectus, our school website etc. In this case, the school will endeavour to use more recent photos where possible.
3. We will not use the personal details or full names (which means first name **and** surname) of any child or adult in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications.
4. We will not include personal e-mail or postal addresses, or telephone or social media I.Ds on video, on our website, in our school prospectus or in other printed publications.
5. If we use photographs of individual pupils, we will not use the full name of that child in the accompanying text or photo caption without additional consent from the child's parent/guardian.
6. If we use the full name of a pupil in the text, we will not use a photograph of that child to accompany the article, without additional consent from the child's parent/guardian.
7. We may include pictures of pupils and teachers that have been drawn by the pupils.
8. We may use group or class photographs or footage with very general labels, such as 'Science Workshop' or 'Year 3 School Trip'.
9. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

**Parental consent is given or declined via Arbor and can be amended at any time throughout a pupil's enrolment at Widmer End Community Combined School & Pre-School.**