

Photos And Recordings Policy

The Eden School



Approved by:

The Board of
Governors

Date: 31st of August 2024

Last reviewed on:

1st September 2024

Next review due by:

1st August 2025

Purpose

This policy outlines the use of photographs, videos, and personal information within the school to ensure compliance with safeguarding and data protection laws while fostering an inclusive and safe learning environment.

General Principles

- All photos and recordings must prioritise the safety and privacy of pupils.
- Personal data, including images and names, will only be used for necessary educational, operational, or safety purposes.
- Consent will be obtained from parents or carers for non-essential use of photos and recordings.

Use of Images in School

1. Classroom Displays

- Images used for educational or celebratory purposes may be displayed in classrooms.
- Only first names or initials will accompany images if identifiers are necessary.
- Public-facing areas will not display children's photos with identifiable information.

2. Health and Safety Displays

- Photos and names of pupils with allergies or specific dietary requirements may be displayed in kitchens or dining areas for health and safety purposes.
- Such displays will be in **staff-only areas** and include only the information necessary to ensure pupil safety.

3. School Events

- Parents and visitors attending school events are permitted to take photos or recordings for personal use only.
- Photos or recordings must not be shared online or distributed if they include children other than their own without consent.

4. External Use of Images

- Images used for newsletters, brochures, or websites require explicit written consent from parents or carers.
- Pupil names will not be published alongside their photos without specific parental consent.

Consent and Communication

- Parents and carers will be informed of how their child's images and personal information may be used through privacy notices and school policies.
- Annual consent forms will be issued, allowing parents to update their preferences.
- For essential uses, such as health and safety, a clear explanation will be provided, and consent will be sought where practical.

Data Protection and Safeguarding

- Images and recordings will be stored securely and used only for the purposes outlined at the time of consent.
- The school will minimise the use of identifiable information alongside images.
- Sensitive displays (e.g., health and allergy information) will be reviewed regularly and updated as needed.

Guidance for Parents and Visitors

- Parents and carers are encouraged to follow school guidelines during events where photography or recording is allowed.
- Photos and videos taken during events must be for personal use and must not include or identify other children unless consent has been granted.
- The school reserves the right to restrict or prohibit photography or recording during events if deemed necessary.

Monitoring and Review

- The policy will be reviewed regularly to ensure compliance with safeguarding and data protection requirements.
- The school will provide regular training for staff on the appropriate use of images and recordings.