



Safeguarding: Photographic Images and Filming Policy

It is the aim of Huddersfield Grammar School to ensure that all photographs and video taken on the site respect the privacy and data protection rights of all pupils.

SEPTEMBER
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Photographic Images and Filming Policy

Photographs and video clips add colour, life and interest to school activities and initiatives and help the school community to identify and celebrate the school's achievements.

We recognise that images must be used in a responsible way. We respect the rights of privacy of young people and adults and are aware of child protection issues.

However we need to balance the risk against promotion. Risks can be minimised by following the guidelines detailed in this policy.

Data Protection Act

Photos and video images of pupils and staff are classed as personal data under the terms of the Data Protection Act 1998. For this reason we require the consent of either the individual concerned or in the case of pupils, their legal guardians before we can display these images in the media, in publications, on websites or in public places.

Child Protection Issues

Risk occurs when individual pupils can be identified by their names alongside photographs. Therefore we will only name the children in photographs that are displayed within School. We will not provide names for any other purpose unless special parental consent has been received.

Also, the content of the photograph can be used or adapted for inappropriate use. Therefore only images of children in suitable dress will be taken.

Should the school learn about any inappropriateness of image use involving our pupils, we will immediately act and report it as we would for any other child protection issue.

Images taken by adults other than school staff

The school encourages parents/carers to take videos and photographs of their own children at school events. If parents take an image of another child, who is not their own, then we request that they do not share this image on any form of social media. However if any image is taken by either a parent/carer or third party with a view to publication in the press then the permission of the Headteacher must be obtained and special parental consent given.

When a commercial photographer/film maker (e.g. Braiswick) is used we will:

- Provide a clear brief
- Issue identification
- Inform parents and children
- Obtain consent
- Not allow unsupervised access to children

Images taken by children

The school encourages children to take photographs and videos of each other as a way of recording events. This may take place in school, on school trips or on residential visits.

The use of cameras within school, on trips or visits is part of the pleasure and the learning experience. There is no reason why pupils should not be allowed to take photographs as long as anyone photographing respects the privacy of the person being photographed. This is seen as part of the school's code of behaviour. Infringement of this respect of privacy is akin to bullying and will be dealt with in the same way as any other breach of school discipline.

All parents/carers will be issued with the photograph and video consent form, which forms part of the Data Protection Policy.