

# Lowton West Primary School



## Policy on the Use of Images in School

**Policy reviewed by N. Gould**

**Date policy reviewed: May 2026**

**Ratified by Governing Body:**

Dr. G. Merrett (Chair of Governors)

Mrs N Gould (Acting Headteacher)

**Review Date: May 2027**

# Lowton West Primary School

## Use of Images Policy



## *Aiming High Together*

### **School Vision**

To inspire, achieve and succeed, we will aim high and build dreams and futures together.

### **Mission Statement**

***Providing the highest quality education, care and support for the whole school community.***

*Our mission statement is based on **RESPECT**:*

**R** = *Recognising the needs of the individual child*

**E** = *Ensuring a unique and engaging curriculum*

**S** = *Supporting each other to learn and achieve*

**P** = *Passionate about providing the highest quality education*

**E** = *Encouraging creativity, self – expression and imagination*

**C** = *Creating confident, resilient, life – long learners*

**T** = *The voice of everybody is heard*

All the above statements help us to understand how we can all make a positive contribution to the school and the wider community.

### **We will do this through our core values:**

- Respect
- Resilience
- Kindness
- Confidence

We also, at Lowton West Primary School, strive to develop and uphold British Values. The five British values that the Government has identified for schools to focus on are: -

- Democracy
- The Rule of Law
- Individual liberty and mutual respect and tolerance of those with different faiths and beliefs
- Developing personal and social responsibility
- Respect for British Institutions

There are more details on how our school demonstrates and develops these British Values in our British Values Policy and on our website.

## Lowton West Primary School

### Policy on the Use of Images in School



It's important that children and young people feel happy about their achievements and have images of their special moments for themselves and their families to look back on. This includes photos and videos taken by staff, parents and carers during school performances and special events, or by staff and volunteers delivering events and activities outside of school.

#### **Rationale**

We live in an age in which digital technology has vastly increased the use, and potential misuse, of photography.

We use photographs to celebrate pupil achievement and to record key events that happen in and out of school. It is a nice way for parent's to view pupil work and school events and share in their success and experiences.

It is therefore important to be aware of child protection and safeguarding risks around taking photos and videos.

The purpose of this policy statement is to:

- 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 has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England.

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 and provide a record of our activities
- the welfare of the children at Lowton West 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

Generally, photographs are for school and family use, and those that appear in the press, are a source of pleasure and pride which we believe usually enhance self-esteem for children and young people, and their families, and the practice should continue, within safe practice guidelines.

We have taken the view that, providing reasonable steps are taken in planning, to ensure an appropriate photograph, and to protect full name and contact details, the practice of photography, for school events by families and the media, should be allowed.

### **Issues of Consent**

The Data Protection Act 2018 affects our use of photography. This is because an image of a child is personal data for the purpose of the Act, and it is a requirement that consent is obtained from the parent of a child or young person under the age of 18 years for any photographs or video recordings for purposes beyond the school's core educational function. (e.g: school web sites, school productions). It is also important to ascertain the views of the child.

As it is likely that there will be a number of occasions during a pupil's school life when the school may wish to photograph or video that pupil, consent is sought when the pupil starts at the school, to last for the duration of their stay.

An online consent form is obtained from the child's parent/ carer and kept on file, covering all cases where images of children are to be published beyond the parameters of school use.

Consent gained is for photographs, videos, the school website and school's social media platform (Facebook).

Where 'Children who are Looked After' (CLA) are concerned, we check consent on the corporate parent's behalf with the social worker, and there may be other situations, (in adoption placements or following a resettlement from domestic violence for example), where a child's security is known by the class teacher to be at stake, indicating the need for extra care.

Parents retain the right to withdraw consent at any stage, but they need to do so in writing.

### **Identifying Pupils**

The DFE advise the following, as a broad rule of thumb, where consent is unclear:

- If the pupil is named, avoid using their photograph. If the photograph is used, avoid naming the pupil.

### **Planning Photographs of Children**

Images and details of pupils published together allow for the remote possibility that people outside the school could identify and then attempt to contact pupils directly. Pupils' images uploaded to our social media platforms therefore are not accompanied by names of pupils.

The use of images of children in suitable dress and taking care when photographing PE and sporting events to maintain modesty should help to minimise the risk of such unsolicited attention.

We are inclusive so that gender, race, special educational needs, and differing abilities are reflected in a balanced way.

School will include images of children from different ethnic backgrounds in our communications wherever possible and positive images of children with disabilities to

promote the school as an inclusive community, and to comply with the Disability Discrimination Act.

There may be cultural issues of which we need to be aware when taking photographs of children from different ethnic minority groups.

### **Using Photographs of Children Supplied by a Third Party**

Copyright does not apply to images for private family use. However, copyright does exist in commercial photographs, and it rests with the photographer. Copyright is a right that the photographer automatically enjoys as the creator of the work to prevent other people exploiting his or her work and to control how other people use it.

Before using a photograph supplied by a third party, we check that the third party owns the copyright in the photograph and obtain their written permission to use it.

The use of a photograph by the school, without the copyright owner's permission, could result in an action being taken against us for copyright infringement.

Images downloaded from the Internet are also subject to copyright.

Third Parties will generally be under the same obligations as the school to obtain parental consent to the use and distribution of photographs. The school will therefore ask the third party to guarantee that all relevant consents have been given and that they are entitled to provide you with the image.

### **Use of Images of Children by the Press**

Please refer to the recommendations above; 'Identifying Pupils'.

There may be occasions where the press take photographs of pupils at the school.

The consent form attached attempts to highlight the potential risks for parents so that they can make an informed decision about whether to agree to their children being featured in the press and whether their full name should accompany the photograph.

### **School Prospectuses and other Literature**

Although most school literature is sent to a specific audience, the school will avoid using personal details or full names of any child in a photograph.

### **Videos**

The school ensures it has parental consent before any child can appear in a video.

Parents can make video recordings of nativity plays and other such events for their own personal and family use, as they are not covered by the Data Protection Act.

### **Websites**

The school will ensure that images on the website are updated and current.

The school takes care with identification, and to respect parental views on the use of any photography of children on a website.

### **Parental right to take photographs**

Parents are not covered by the Data Protection Act 2018 if they are taking photographs or making a video recording for their own private use. The Act does not, therefore, stop parents from taking photographs or making video recordings at school events, such as nativity plays.

Parents are not permitted, however, to take photographs or to make a video recording for anything other than their own personal use. Recording and/or photographing other than for private use would require the consent of the other parents whose children may

be captured on film. Without this consent the Data Protection Act 2018 would be breached.

### **Photography and/or filming for personal use**

When parents, carers or spectators are taking photographs or filming at our events and the images are for personal use, we will remind parents, carers and spectators of our photography policy before the start of the event.

Parents, carers and spectators must consider the following:

- photos taken during the event not to be shared on social media or seek permission from other parents and carers before sharing photographs and videos that include other children apart from their own.
- check the privacy settings of their personal social media account to understand who else will be able to view any images they share

Data Protection considerations aside, it is possible to consider banning all filming/ recording / photography of school productions, sports days etc. if we felt that this is appropriate. We believe, however, that many parents would consider it to be overcautious to impose such a ban and we would not, at this stage, recommend this course of action. Should we wish to impose any such ban we would take legal advice in order to ensure that the correct steps are taken, whilst acknowledging that such a ban would be difficult to enforce.

The important thing is to be sure that people with no connection with the school do not have any opportunity to film covertly. Staff are asked to quiz anyone they do not recognise who is using a camera or video recorder at events and productions.

### **The Storage of Photographs**

Photographs will be maintained securely for authorised school use only, and disposed of either by return to the child, parents, or shredding as appropriate.

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

Our school does not permit staff and volunteers to using any personal equipment to take photos and recordings of children. Only cameras or devices belonging to Lowton West Primary School should be used. Devices should be stored away safely and securely when not in use.

### **Official School Photographs**

Schools will periodically invite an official photographer into school to take portraits/ photographs of individual children and/or class groups. When considering such an activity the school will undertake their own risk assessment in terms of the validity of the photographer/agency involved and establishing what checks/vetting has been undertaken. Procedures also ensure that levels of supervision are appropriate to safeguard the welfare of children at all times when visitors are present on the school site.

### **Useful Sources of Information**

This policy statement should be read alongside other school policies and procedures, including:

- Safeguarding and child protection policy
- Code of conduct for staff and volunteers

- Use of mobile phones in schools policy
- Online safety policy and procedures for responding to concerns about online abuse. 'Keeping your child safe on the internet' publication by UK online and the Home Office [www.wiseuptothenet.co.uk](http://www.wiseuptothenet.co.uk)
- The Information Commission website at [www.dataprotection.gov.uk](http://www.dataprotection.gov.uk)
- Press Complaints Commission Code of Practice at [www.pcc.org.uk/cop/cop.asp](http://www.pcc.org.uk/cop/cop.asp)
- Internet Watch Foundation at [www.internetwatch.org.uk](http://www.internetwatch.org.uk)

## Photographic Consent Form for Use by Lowton West Primary School (shared with parents via School Spider)



Occasionally, we may take photographs of the children at our school. We may use these images in our school's prospectus or in other printed publications that we produce, as well as on our website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high-profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with Data Protection Act 2018, we need parental permission before we can photograph or make any recordings of any pupil. The following questions will be sent to parents online when their child first starts school and then annually throughout their time at Lowton West. Parents will be asked to complete the online questionnaire answering yes/ no to the following questions.

1. May we use your child's photograph (unidentified) in the school prospectus and other printed publications that we produce for promotional purposes (eg banners, posters, newsletters)?	Yes / No
2. May we use your child's image (unidentified) on our website?	Yes / No
3. May we use, if selected, your child's work on our website?	Yes / No
4. May we use your child's image (unidentified) on our social media platform (Facebook)?	Yes / No
5. May we use, if selected, your child's work on our social media platform (Facebook)?	Yes / No
6. May we record your child's image (unidentified) on video or webcam?	Yes / No
7. I give permission for images of my child to be published in local magazines and press photographs (unidentified).	Yes / No

7B Do you consent to your child's image <b>and full name</b> being published with a press photograph?	Yes/No
8. May we photograph your child for curricular and/ or assessment purposes (workbooks/ school trips/ display boards)?	Yes / No
9. Do you consent to your child having their individual photograph/class photograph taken by a photographer chosen by school (the third party we currently have a GDPR agreement with is K & S Roake).	Yes / No
10. I give consent for my child's image to be used by third parties (eg. Golborne High School, Wigan Athletic) for their own promotional materials and marketing: Newsletters / brochures / flyers Prospectus Website / Twitter / Facebook	Yes / No
11. I give consent for my child's image to remain on school publications and the school website after they have left the school.	Yes / No
12. I give consent for my child's work to remain on display in school and to remain on the school website after they have left the school.	Yes / No

### **Conditions of School Use**

1. The online consent form will be reviewed annually. It is the responsibility of the parent to let school know if they want to withdraw or change the agreement at any time.
2. We, the school, will not use the personal details or full names (which means first name **and** surname) of any child in a photographic image or video, on our website, in our school prospectus or any other printed or social media platform.
3. We will not include personal e-mail or postal addresses/ telephone or contact details on our website, in our school prospectus or any other printed or social media platform.
4. If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption, unless we have your agreement.
5. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
6. We may include pictures of pupils and teachers that have been drawn by the pupils.
7. We may include selected work from the pupils.
8. We may use group or class photographs on footage with very general labels, such as 'a science lesson' or 'making Christmas decorations'.
9. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
10. **Parents must agree that if they take photographs or video recordings of their child(ren) which include other pupils, they will use these for personal and family use only.** Parents must understand that where consent has not been obtained from other parents for any other use, they would be in breach of the Data Protection Act 2018 if they used our recordings for any wider purpose, including the sharing on social media platform.