



**DAME DOROTHY PRIMARY SCHOOL**  
**AND DAME DOROTHY DAY CARE**  
**PHOTOGRAPHY AND DIGITAL IMAGERY POLICY**

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SIGNATURES	
Headteacher	<i>I Williamson</i>
Chair of Governors	<i>C Stafford</i>

## **Safeguarding and Promoting Children's Welfare**

### **Photography and digital imagery**

#### **Policy statement**

Dame Dorothy Primary School uses photography to record children's learning and development as well as to document the experiences they have while in our care. We understand that the use of photography in our setting is subject to the Data Protection Act 1998 regarding the rights of individuals to have information of a personal nature treated in an appropriate manner and the Human Rights Act 1998, protecting the privacy of individuals and families.

For the purposes of this document 'photography' includes:

- Photographic prints
- Transparencies
- Video
- Film
- Digital imagery

#### **Procedures**

- There is a clear policy statement in our school and on the website which outlines the use of photography in Dame Dorothy Primary.
- We have a retention policy in place which identifies how long images will be stored for.
- Parents are required to sign a general photography consent form when their child registers at the nursery, this consent form will be updated annually.
- We may take photographs of children on outings/visits in order to record children's experiences and learning opportunities, these photographs will be displayed in school (display boards)/ website / facebook and newsletter and in individual/group learning journals and exercise books consent for this will be sought from parents/guardians.
- If Dame Dorothy Primary would like to use any photographs taken for different reasons other than those covered by the general photo consent e.g. for training purposes, advertising the school then a more specific consent will be gained from parents/guardians.
- All pictures taken will be appropriate, and will show children properly clothed for the activity they are engaged in. Children will not be photographed in swimming costumes. The school will do all it can to ensure that due sensitivity is shown in the choice and composition of these images.
- From time to time members of the press and media are invited into Dame Dorothy Primary to cover events celebrating success. Parents will be informed before this happens and parents wishes re: permission will be respected at all times and steps taken to ensure children are not photographed where there is no informed consent.
- It is recognised that most people have a mobile phone with a camera. At Dame Dorothy Primary no member of staff is allowed to use their mobile phone while with the children. Mobile phone's are to be kept away from children.
- The school has a mobile phone which does have a camera, this is taken on visits and outings and can used to take images on.
- Consent sought from parents if image is to be used in the kitchen with regards to dietary requirements .

#### **Legal framework**

- Data Protection Act 1998
- Human Rights Act 1998