



Photography and Recording Policy

This policy is applicable to the whole school including Boarding and Early Years Foundation Stage.

Information Sharing Category	Internal Use
Policy Owner	Bursar
Reviewers	Bursar Administration Manager
Authorised by	Headteacher
Date Published	14 th September 2023

Review Log	
	July 2021
	August 2023
Date of next review	August 2026



INTRODUCTION

Throughout this policy, 'image' refers to photographs, videos and other visual media.

The school adheres to its responsibilities under the Data Protection Act 2018 when taking or publishing images of pupils. The Act gives children rights over their own data when they are considered to have adequate capacity to understand - for most pupils aged 12, the individual child may decide whether to be photographed or recorded. However, the school acts in the best interest of pupils, considering parental preferences as far as legally possible.

Parents not wanting their child photographed or recorded, in general or in certain circumstances, can submit the form linked below. If no preferences are expressed the School will follow the principles expressed in this policy.

Ordinarily, the following rules will apply to images in this school:

PHOTOGRAPHS AND RECORDINGS FOR INTERNAL USE

- Images of pupils are for the School's own use, within the school community and/or for publication (e.g. prospectus, website, social media channels, displays, slideshows)
- Images do not generally name or identify specific pupils. Where a name is used, it will be the pupil's first name or initials only.
- Where possible, when the images are taken, the pupils will be informed that an image is being taken and told what it is for so that they can object if they wish.
- If the school wants to use full named images then it will obtain specific consent first (from the pupil or parent as appropriate)

MEDIA USE

- The school will give proper consideration to the interests of its pupils when deciding whether to allow external organisations to take images or to film.
- The media may be allowed at school events, on the condition they observe this policy.
- Where the media are present the school ensures pupils & parents/ carers are informed. If no objection is received, the school will assume that unnamed images (if a name is used, it will be pupil's first name or initials only) may be published.
- If the Media entity wants to publish named images then they must obtain specific consent from those boys with capacity to consent or the parents of those without capacity. The school will require the media entity to check with the school before publication so the school can check that any objections have been taken into account.

FAMILY PHOTOGRAPHS AND RECORDINGS AT SCHOOL EVENTS

- Images may be taken at a school event at the school's discretion only.
- Family/ friends taking images for 'family albums' are not covered by Data Protection legislation.
- Where the school allows such photography or recording, family and friends may not publish any images showing children other than their own on the internet.



Please click [HERE](#) to complete the Parental Preference Form regarding use of your child(ren)'s images.