

Photography Policy

Photography of pupils in schools 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. As well as these statutory rights, restrictions on photography arise from issues of child protection and copyright in performances.

It is the school's understanding that photography (includes photographic prints and transparencies, video, film and digital imaging) generated **by a parent** (anyone with parental rights and responsibilities in relation to a pupil) in school (whenever and wherever pupils and young people are the responsibility of the School Governors/Children's Services) are for the sole use of the family concerned. **They are not for display, distribution any other purposes outside of that family.**

The School wishes to make every effort to prevent any inappropriate use of photography of pupils of Harmony Russian School, whilst acknowledging that families wish to photograph their children at school events throughout their school life.

At the beginning of each new school academic year pro-forma (Appendix 1 – Parental Consent Form for the use of Photographs of Children) will be issued to parents asking them to register their permission/non-permission for parental photography.

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PARENTAL PHOTOGRAPHY

Photography in schools traditionally forms an enduring part of each family's record of their child's progress, participation, achievements and a celebration of success as well as being an established social practice.

Photographs taken by parents are allowed but must not be allowed to upset the performance or smooth running of the event or affect the health and safety of the children and others. **Parental photography must not include any child whose parent has refused consent for any reason.**

Commercial copyright in a dramatic performance/musical will normally exclude any audio or video recording by the public (i.e. other than the Authority or the school for internal purposes) and in that event parents and their guests must be informed that the infringement of copyright is strictly forbidden.

PUBLICITY

Publicity photography is helpful in publicising the success of the school and in promoting educational initiatives. On occasion members of the press and media are invited into school to cover events. However, the views of parents who, for any reason, **do not wish their children to appear in such photographs will be respected at all times.**

SCHOOL PHOTOGRAPHER

Class and individual or group photographs are annual school events. Parents are asked in advance whether or not they wish their children to be included in these events. The school will only ever use reputable commercial photographers. The photographers retain the copyright of all photographs.

PHOTOGRAPHY BY SCHOOL STAFF

School staff are involved in photography of children for the following purposes:

- Pupil Administration

- Curriculum and Course Work
- Community

Copyright and use of these photographs is carefully controlled by the authority ie. retained safely by the school.

Photographs held in school must be annotated with the date on which they were taken and stored securely. Photographs held in school will be destroyed or deleted from databases once they are no longer required for the purpose for which they were taken. Photographs taken for publicity and promotional purposes should be retained for a maximum of two years. Photographs contributing to the history of the school can be retained indefinitely.

Photographs by staff on school trips and visits may be used in the curriculum and displayed within the school or at parents' evenings to illustrate the work of the school. Parents may be allowed to purchase a copy of a photograph of their individual child, or as part of a group, if the parents of the other children in the group are in agreement.

MOBILE CAMERA PHONES

The use of mobile camera phones is not permitted during school time. This is in view of the risks inherent in such use, possibly but not necessarily covert, which include the existence and/or distribution of photographs contrary to the wishes, welfare and privacy of pupils, young people and staff.