

School Photograph Policy

The use of student photographs in school is usually a source of great pride for students, parents and the school. Most students and parents are delighted to have photographs used as a means of recognising and celebrating success. This policy sets out the scenarios under which student photographs are taken and used and the obligations Ousedale is under regarding the law and student photographs.

The School is obliged to comply with the Data Protection Act 1998 when it takes or publishes photographs of students. It follows guidance on photographs in schools which is published by the Information Commissioner's Office. Ousedale will always try to act in the best interest of students and, as far as it legally can, will take parental preferences into account. The Data Protection Act gives children rights over their own data when they are considered to have adequate capacity to understand. Most children will reach this level of understanding at around age 12. For this reason, it will normally be up to the individual child to decide whether or not to be photographed. Where the school considers that the child does not have the capacity to make such a decision, i.e. possibly in year 7, the school will act as it considers to be in the best interests of the child and in doing so will take account of any stated parental preference. In exceptional circumstances, e.g. looked after children, the school may make the decision in the best interests of the child as per current legislation.

If you wish to express a preference for the school to avoid taking or publishing photographs of your child then please write to the Deputy Headteacher responsible for welfare at the school explaining your reasons. If no preference is expressed then we will act in accordance with the principles expressed in this policy. Ordinarily the following principles will apply to photographs in this school:

Photographs for Internal Use

- The school will take photographs for its own use. Usually these will be unnamed photographs and will generally be for internal school use but may also include photographs for publication, such as photos for the prospectus, or to show as slides at an event for parents. Unnamed photographs may also be used on display boards which can be seen by visitors to the school.
- When the photograph is taken the students will be informed that a photograph is being taken and told what it is for so that they can object if they wish.
- If the school wants to use named photographs then it will obtain specific consent first. For most students this will be student consent as explained above.

Media Use

- The school will give proper consideration to the interests of its students when deciding whether to allow external organisations to take photographs or to film.
- When the media are allowed to be present in school or at school events, this will be on the condition that they observe this policy.
- Where the media are allowed to be present at a particular event the school will make sure that students and their parents or carers are informed of the media presence. If no objection is received, then the school will assume that unnamed photographs may be published.
- If the media entity wants to publish named photographs then they must obtain specific consent from those students 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 that the school can check that any objections have been taken into account.

Family Photographs at School Events

- It shall be at the discretion of the school whether photographs may be taken at a school event.
- Family and friends taking photographs for the family album will not be covered by the Data Protection Act.
- Where the school decides to allow such photography, the family and friends will be asked not to publish any photographs showing children other than their own on the internet.