



Ashbourne Primary School

Policy for use of photographs and recording equipment

Policy reviewed by: Heather Davis

Ratified by: LGC

Date of ratification: 4TH February 2026

How often should this policy be reviewed: Every three years

Date of next review: Spring term 2029

Signature: _____ Chair of Governors

Signature: _____ Headteacher

Minute number of ratification: LGC/04/03/26/6a

Ashbourne Primary School

Policy for use of photographs and recording equipment

The purpose of this policy is to set out the school's position in relation to use of photography and recording equipment by both staff and parents.

This policy should be read in conjunction with:

- Safeguarding Policy
- Staff Safer Working Policy
- Staff Code of Conduct Policy
- Online Safety Policy
- Data protection Policy

Aims

We aim to use photographs and recording equipment at Ashbourne Primary School for:

- Assessment, planning and recording
- Observation tools
- Information for visitors and parents
- Training purposes
- Teaching and learning resources
- A celebration of pupil's work
- For the school website, Class Dojo, Facebook page and displays

There are different ways in which these images will be used, i.e.:

- Images taken and used personally by parents
- Images which may be displayed in and around the school
- Images which will be shared with others in the school community
- Images which are available to a wider audience

This policy intends to clarify arrangements for the use of images and consent required in each of these circumstances.

Legal framework

This policy has due regard to the following legislation and statutory guidance:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Human Rights Act 1998
- Equality Act 2010
- Voyeurism (Offences) Act 2019
- *Keeping Children Safe in Education*

Roles and responsibilities

Headteacher:

- Ensures this policy is implemented and followed
- Decides whether photography/video is permitted at events
- Ensures images are stored, shared and deleted appropriately

Designated Safeguarding Lead (DSL):

- Advises on safeguarding risks relating to photography
- Ensures pupils with safeguarding concerns are protected

Data Protection Officer (DPO):

- Oversees GDPR compliance relating to images and recordings
- Manages data breaches if they occur

Staff:

- Follow this policy at all times
- Only use school-approved devices
- Report any concerns immediately

Parents and carers:

- Follow school guidance when taking photos
- Do not share images online

Parents' use of images

When parents attend events and performances within school, they may take photographs of their children for their own use. Photography/videoing will not be permitted in areas where children are changing into costumes/PE kits etc. It is explained to parents that images should not be shared on social media without the permission of other parents.

Staff use of photography and recording equipment

- Staff must only use school-owned devices to take photographs or videos of pupils
- Personal mobile phones or devices must not be used
- Images must be transferred to the school system as soon as possible and deleted from devices
- Images must not be stored on personal devices or personal cloud accounts

Use of images within school

Parental permission will be sought through a consent form completed on admission to the school, for the use of photographic/video images within the school. Such images will only be displayed inside the school building. It is important to note that this category includes professionally taken class group photographs.

Sharing images with the school community

This includes images used within school publications such as school newsletters and Class Dojo, to share information/celebrations with parents of children in the school. Parental permission will be given through the consent form completed on admission, for the use of images in these circumstances. Personal information, such as names, will not be included unless permission has been granted.

Sharing images with a wider audience

Images placed on the school website/Facebook page and photographs used within the press will only be used where it is of benefit to the school, e.g. in demonstrating an aspect of the school which is most effectively displayed with children in the picture. Examples of this might be: publicising school successes such as winning an

award; showcasing events such as performances; and for school visits. Parental permission for such images will be through the admissions consent form.

Where professional photographers are used, they will be supervised at all times and will only use images for the purposes agreed with the school.

Storage, retention and deletion

- Images are stored securely in line with the school's Data Protection Policy
- Images are only kept for as long as necessary
- Images are deleted when no longer required or when consent is withdrawn
- Images of pupils who leave the school will not be reused

Additional safeguarding considerations

Extra care will be taken when photographing or recording pupils who:

- Are subject to child protection plans
- Are looked after, previously looked after or adopted
- Are subject to court orders

In these cases, the DSL will determine whether:

- Images may be taken but not shared
- Images may be used internally only
- No images may be taken at all

A list of consent is held by the school office.

Monitoring

Staff and Governors will review this policy every three years, taking into account advice and guidelines provided by local or national Government.

The Headteacher will monitor the implementation of this policy and will ensure that all staff are aware of its contents. Procedures set out within this policy will be maintained until the policy is reviewed. Any changes made to this policy will be communicated to parents as necessary.

This policy will be reviewed every three years or sooner if guidance changes.

Governors will ratify any changes.

Appendix



Ashbourne Primary School Personal Data

Childs Name:

Class:

I acknowledge that my child's personal information will be used for the purposes described above. **The privacy notice and a pupil update form will be sent home annually.**

Please tick to acknowledge

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Consent form for the recording and use of images

During the course of the school year, we may sometimes wish to take photographs or video recordings of children within school or on school trips, either for our own records, for use as part of our learning curriculum or for inclusion in our promotional material such as the school prospectus and our website. The school may invite an external photographer to the school each year to take official school photographs and the school may also invite the media in to take photographs for publication.

Please answer the following questions then sign and date the form where shown below.

• I give consent for my child's photograph to be used within the school building	Yes / No
• I give consent for my child's name to be used alongside his/her photograph within the school building	Yes / No
• I give consent for the school to use photographs of my child within the school community e.g Newsletters	Yes / No
• I give consent for my child's name to be used alongside his/her photograph within the school community	Yes / No
• I give consent for the school to use photographs of my child on the school website, school Facebook page and Class Dojo	Yes / No
• I give consent for my child's name to be used alongside his/her photograph on the school website, school Facebook page and Class Dojo	Yes / No
• I give consent for my child's photograph to be used in other printed publications e.g local newspaper	Yes / No
• I give consent for my child's name to be used alongside his/her photograph in other printed publications e.g. local newspaper	Yes / No
• I give permission for my child to have a school photograph taken. I understand this printed/digital photograph can be purchased by parents	Yes / No

Conditions of use:

- We will not re-use any photographs or recordings after your child leaves this school. Historic photographs already published may remain on the school website or social media feeds unless consent is withdrawn.
- We will not use the personal details of any child or adult in a photographic image or video, on our website, our social media platforms in our school or in any of our other printed publications.

Parent/carer signature Print Name:
.....

Date:
overleaf

Continued

Consent must be freely given and can be withdrawn at any time in writing.

Consent for recording and use of parents images

On occasions such as Sports Day, reading buddy sessions and parents lunches we may take photographs of children and parents/carers. Due to the new regulations we need your consent to display such images of parents/carers.

• I give consent for parents/carers photographs to be used within the school building	Yes / No
• I give consent for the school to use parents/carers photographs within the school community e.g Newsletters	Yes / No
• I give consent for the school to use parents/cares photographs on the school website, school Facebook page and Class Dojo	Yes / No
• I give consent for parents/carers photographs to be used in other printed publications e.g local newspaper	Yes / No

Parent/carer signature

Consent for medical information to be displayed

We hold certain medical information on our system regarding your child and any medical conditions they may have. In order for all staff to be aware of your child's condition, this is displayed alongside your child's photograph.

Due to the new regulations that have come into force, we need your consent for this information to be made available to all staff. The following personal data will be displayed:

- Full Name and photograph
- Emergency Contact details
- Information regarding your child's medical condition

Your information will not be shared with any outside agencies and will be only be made available to the staff at Ashbourne Primary School.

• I give consent for my child's medical information to be displayed	Yes / No
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Parent/carer signature