



ABU HANIFAH FOUNDATION

Excellence in Islamic Education

“Where every child matters and every day counts”

Photograph & Video Policy

UPDATED 2019-20

USE OF CHILDREN'S PHOTOGRAPHS POLICY

The school welcomes positive publicity, as this can increase pupil motivation and staff morale. However, the school wants to safeguard the identity of children and uses photographs in a responsible way. We balance the potential risks against the advantages of promoting the school.

Child Protection Issues

Risks occur when individual children can be identified in photographs. Even the use of the school logo can help paedophiles identify children.

Wherever the school finds images being used inappropriately, the matter will be reported to the Local Authority in the same way as any other child protection issue.

Data Protection Act

Photographs and video images of pupils and staff are classed as personal data under the terms of the Data Protection Act 1998. Therefore, using such images requires the consent of either the individual concerned, or in the case of children, their parent or guardian. The school will not display images of pupils or staff on websites, in publications or in a public place, without such consent and the reason for using a person's image and how it will be used must be made clear.

However, if images are taken at an event attended by large crowds, this is regarded as a public area, so permission is not required of everyone in a crowd shot. Individuals in the foreground are also considered to be in a public area, but if any individuals are identifiable in the photograph, consent is needed.

Appropriate Use of Images

The problem of identification can be avoided by only using group or whole class shots, or by ensuring faces are out of focus or partly or wholly turned away from the camera.

However, this will produce very dull photographs. The following rules will apply: -

- If the child is named, avoid using their photograph.
- If a photograph is used, avoid naming the child.
- Only use photographs of children in suitable dress. Children in swimming costumes are not to be photographed. Where children are photographed in P.E. kit, the content of the photograph should focus on the activity and avoid full face or full body shots.
- Children subject to a court order should not be used in a photograph.
- Images must be stored securely and only used by those authorised to do so. The Principal should consider whether to destroy images after use.
- Photographs of children should not be used after they have left the school.
- Parental consent for the use of full face or full body shots should be sought.

Newspapers & media

Newspapers tend to want to put the names of pupils in photographs. As long as parental consent is gained and it is made clear that the photograph will be published in a newspaper, this is not a cause for concern.

There are already strict guidelines for newspapers through the Press Complaints Commissions' Code of Practice. Specifically, no child under 16 may be

interviewed about his/her welfare and no child may be interviewed while at school with permission.

There is no breach of the Data Protection Act by simply passing on a child's name as long as parental consent has been gained.

Filming School Events

Parents and spectators may want to photograph or video an event at school, such as a celebration/awards event, school performance or sports activities. This does not cause us any problems as long as parents are fully aware of our expectations. The process is as follows: -

- We do not seek the permission of parents for images to be taken at any specific event.
- Any parent wanting to photograph or film an event must tell the Principal / Vice Principal.
- Common practice will be that permission will be given to parents and relatives known to the school and that there is an implicit understanding that any image created will be solely for the use of parent or relative taking the image.
- In certain circumstances a designated area for photographing will be made so that there is strict control as to who is taking photographs.
- Any parent who has a concern regarding the taking of images at an event should contact the Principal / Deputy Principal immediately.

Parental Consent

These consent forms will be available on our online admissions system. All parents will need to complete the consent form before submitting their child's application.

Appendix A contains the letter of consent that we use.

In general, we set out the following information within the consent form: -

- The purpose(s) for which the photographs will be used
- The period of consent
- The storage and destruction of photographs

The school will do all in its power to take note of any changed circumstances, but it will be up to parents/guardians to alter their consent form.

The Local Authority

The LA will only take and use photographs organised at schools after securing parental consent. Such images are not available for anything else than educational use and will not identify the name of any individual child. All such images are stored in a secure place. The LA has its own set of consent forms.

ABU HANIFAH FOUNDATION SCHOOL PHOTOGRAPH CONSENT FORM

Abu Hanifah Foundation School may occasionally take photographs or videos of children for educational and promotional purposes. Photographs may at times be published in school newsletter, school website, promotional materials or newspapers. If a photograph of your child is used in a publication, we will not disclose the name without further permission.

To comply with the Data Protection Act 1998, we need your permission before we use any photograph that we have taken. Please complete the declaration below and return it to us. Please tick the appropriate box and send the completed form to Abu Hanifah Foundation School.

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* I give permission for my child's photograph to be taken and used by Abu Hanifah Foundation School. I have read and understood the conditions of use on this form.

* I do not give permission for my child's photograph to be taken and used by Abu Hanifah Foundation School

Signed _____

Name of child: _____

Form Tutor: _____

Date _____

Conditions of Use

- This form is valid for 10 years from the date of signing. Your consent will automatically expire after this time. We will not re-use any images after this time.
- During the ten-year period, any photographs will be kept in a secure location and only authorised staff will have access to them. After this period the photographs will be destroyed or returned to you.
- Where any future individual full face or full body photographs are intended for use in a newspaper, we will seek additional specific written permission. This does not apply to group photographs or images that are out of focus or where facial features cannot be identified.
- We will not disclose addresses.
- We may use group or class images with general labels, such as 'Arabic Studies', or 'Children Exploring the Environment'.
- We will only use images of pupils who are suitably dressed.