

This policy applies to all pupils in the school, including those in the EYFS

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This policy is for staff and volunteers at Edenhurst Preparatory School. The teacher responsible (for example, the Trip Leader for an educational visit which uses parent volunteers) must ensure that the parents and pupils involved are aware of this policy and abide by it. In this policy, terms such as 'photography', 'pictures', and 'images', include both still and video media. The term 'camera' includes mobile phones, iPads and other equipment which has the capacity to take photographs.

In applying this policy, staff and volunteers should also be aware of the contents of

- Appropriate and Safe Use of Technology policy
- Planning for the internet safety topic in the ICT scheme of work
- Employment Manual including 'Communication' (including the use of technology)

At Edenhurst Preparatory School, we recognise that the

- Photography enhances many aspects of school life
- Mobile and smartphones can improve communication and create opportunities for learning and education
- That awareness of opportunity and risk is a key part of education

This policy is intended to ensure an environment in which the opportunities are maximised while ensuring that children, parents and staff are safe from the risks arising from inappropriate use.

Taking Photographs and videos

Photography is used at the school for a variety of purposes, including:

- Recording pupils' achievements, learning and progress.
- Contributing to each pupil's development file, profile and/ or evidence portfolio.
- Providing evidence to support pupils' applications for entrance/scholarship to their future schools.
- Recording school events and providing material for displays.
- Communication with parents, for example, to help reassure new parents or carers of young children that they have settled well into school life and provide prompt information on their children's activities on residential trips.
- For publicity purposes (brochures, prospectuses, media articles, website, etc.) for both the school and Bellevue Education Group.
- To support work undertaken by members of staff or students on placements for training and gaining further qualifications.

Where images and videos are taken, this should be done on school devices, unless permission has been sought from a member of the [Head Teacher](#).

Consent

Appropriate consent for taking and displaying photographs will be obtained from parents, guardians, carers or from the pupils themselves if sufficiently mature (most pupils are seen

as being sufficiently mature from the age of 12 years). The consent details for pupils will be kept in the school system for staff reference. Whether consent should be obtained from the parents, the pupil or both will depend on the age of the pupil. The School's policy is that when consent is required it should be obtained as follows:

- where the pupil is in Year 7 or below, consent should be sought from a parent, guardian or carer;
- where the pupil is in Year 8, 9, 10 or 11 then consent should be sought from both the pupil and their parent, guardian or carer;
- where the pupil is in Year 12 or 13 then only the pupil's consent will need to be obtained.

The school privacy notice allows the use of photography or video that is not intrusive or public (e.g. used in an internal display), and consent is not required in this instance. Staff should be aware that some pupils cannot be featured in photographs or videos under any circumstances (for example, because of safeguarding concerns). A list of these pupils is maintained by the school and should be consulted if you are unsure to which pupils this applies.

Where permission and consent (if appropriate) have been obtained, the following should be considered:

- the purpose of the activity should be clear, as should what will happen to the photographs or videos. You must be able to justify images in your possession
- images should not be made during one-to-one situations
- ensure that the pupil is aware that the photograph is being taken
- Ensure the pupil understands why the images are being taken and has agreed to the activity
- Delete inappropriate or embarrassing images

Specific situations

- Professional photographers visit the school by arrangement to take portrait photographs and formal pictures of sports teams, etc. It is not compulsory for pupils to be included in portrait and team photography, nor is there any obligation on parents to purchase the resulting photographs.
- A teacher, student or trainee teacher on placement may undertake a case study of a child, for example, as part of a training course to gain a qualification. In such cases, a separate permission should be sought.
- Occasionally, a photograph may be taken which inadvertently catches a pupil in an unfortunate, embarrassing or compromising position. If this is the case, the image and any copies of it must be destroyed immediately.

Recording and Photography by Parents

It is very difficult to monitor the use of cameras by parents, for example, at Speech Day, performances or on the touchline at sports fixtures. The parents' handbook includes guidelines for parents on the use of photography at school events. Where there may be particular sensitivities around photography at school events, the school should be proactive in making these clear at the start of events, including instructing parents as to the restrictions around the use of devices. As an alternative, the school may make an official video recording/DVD, the editing of which, before it is made available to parents, will ensure that parental consent is respected.

Editing and storage of photographs

All images taken by members of staff or volunteers at school or on school activities remain the property of the school. The school may require images to be deleted or edited as appropriate and may also select images taken by members of staff or volunteers for other purposes, with due attention paid to the requirements of this policy.

When editing images, staff must take due professional care and ensure that edited images do not mislead or misrepresent. Care must also be taken to ensure that images do not result in their subject being vulnerable to embarrassment, teasing, bullying or abuse.

Close attention must be paid to the storage of images; the school will take all reasonable measures to ensure that they are kept safe and do not come into the possession of unauthorised people.

- Images must not be stored permanently on personal devices or removable storage media; they should be transferred to the shared Google Drive (25-26/ photographs/ correct year group) and deleted from portable devices before the end of the school day.
- The only exception may be during school residential trips or visits, where it may not be possible to upload to the shared folder until returning home.
- In storing and deleting images, the school will have regard to the school's information security policy

The school assesses the risk of access to archived images by inappropriate individuals to be very low. Staff and volunteers must ensure that their use and storage of images maintains a similarly acceptable level of risk.

Photography on Social Media and Internet

Unless specific prior consent has been obtained, members of staff and volunteers must not post school images on personal pages of social networking sites or other websites. The age limit for having a Facebook account is 13, and other social networks have similar restrictions. However, parents do not always enforce these restrictions. Staff must be vigilant in respect of any inappropriate use by pupils of school images or their own photographs of school events on social networks and must report any concerns to the DSL.

Use of mobile phones by members of staff and by volunteers in school

Mobile phones provide many benefits to school life, notably in improving health and safety through better communication with staff in more remote parts of the school campus and on off-site visits. However, mobile phones, particularly those capable of taking pictures, also present a challenge to the school community to ensure that pupils are safeguarded in relation to the potential for improper use and also that their education is not impeded by the use of mobile phones at inappropriate times.

The parents' handbook provides information on the use of mobile phones by pupils. Staff must be vigilant to ensure that the use of mobile phones, including their use by volunteers, visitors and pupils, is always appropriate and that the safeguarding needs of the pupils are met. Any concerns should be discussed with the headteacher or DSL. Concerns will be taken seriously, logged and investigated appropriately.

The school assesses the risk to pupils through the improper use of mobile phones to be very low. Staff and volunteers must ensure that their use of mobile phones maintains this level of risk.

Details

- On arrival at school, staff should switch their phones off or to silent to ensure that they do not adversely affect their duties at school and the pupils' education.
- In cases of emergency (for example, a seriously ill relative,) mobile phones should be left in the office, office staff should be alerted, and the phone can be left switched on so that a message can be relayed.
- The school nurse/lead first aider, maintenance man and head are exempt from the restrictions on the use of mobile phones whilst on duty so that they can be contacted at all times by the school office in case of emergency.
- A school mobile phone may be available from the school office. A school phone may be collected by a member of staff engaged in particular school activities where it is important to maintain communication with the school office. These include: where staff are off-site, in a remote part of the campus, supervising children - for example, in after-school care with the school contact number. If a school mobile phone is not available, a personal phone should be used with permission from the Headteacher.
- School mobile phones should not be used for personal calls. After use, they must be returned to the school office. Any problem with the phone should be reported as soon as possible.
- By arrangement with the head, a member of staff's personal mobile phone may be designated as the means of communication for specific activities (i.e. those listed above). In such situations, it is expected that this policy will be observed in respect of personal use. The cost of calls made on school business will be reimbursed, provided that they can be identified on an itemised bill or otherwise.
- It is understood that Staff may need to check text messages and/or personal emails in the case of an emergency or during break times. Personal use must not interfere with your work commitments (or those of others). It is a privilege and not a right. Staff shall set an example and shall never use their own mobile telephones or other electronic devices whilst they are on duty (whether in a classroom or otherwise), and any such mobile devices should be switched off except in the case of an emergency and be kept out of sight of parents or pupils.