

<b>Local Procedure Title</b>	<b>Photography and Video</b>
<b>Site</b>	<b>Coxlease School</b>
<b>ACS Policy number and title</b>	<b>ECS 44 Photography and Video</b>
<b>Local Procedure template reference</b>	<b>ECS LP 44</b>
<b>Local Procedure date</b>	June 2021
<b>Local Procedure review date</b>	January 2024
<b>Local Procedure Author(s)</b>	Anthony Merriman
<b>Local Procedure Ratification</b>	Checked and Approved by: SLT

<b>1. INTRODUCTION</b>
We recognise the benefits of photography and videos to our school community, but also understand that these can have significant risks for those involved. Under the legal obligations of the General Data Protection Regulation (GDPR), the school has specific responsibilities in terms of how photos and videos are taken, stored and retained.
<b>2. AIMS</b>
Children and young people are enabled to maintain an appropriate photographic record of their lives to support their memories and sense of belonging.  Children and young people are enabled to learn what sort of photographs and videos are suitable and safe to share.  Children, young people and staff have the right to decide what they want their photos used and not used for.
<b>3. SCOPE</b>
Social photography is taken to mean: <ul style="list-style-type: none"> <li>(a) School photographs</li> <li>(b) Photographs showing special events and achievements at school</li> <li>(c) Teams or group photographs</li> </ul>
<b>4. RESPONSIBILITIES</b>
Site Leaders are responsible for: <ul style="list-style-type: none"> <li>• Ensuring that staff understand that <u>personal equipment cannot be used for taking photographs or videos at work</u>, in the workplace or when out on activities with children and young people.</li> <li>• Ensuring that there are suitable resources at the site for approved photography purposes.</li> <li>• Ensuring that appropriate consent is sought from the relevant stakeholders in relation to taking, storing and sharing photographs and videos.</li> <li>• Ensuring that photographs of children are never shared for publication unless there is specific consent to do so.</li> </ul> All staff are responsible for: <ul style="list-style-type: none"> <li>• Ensuring that the photographs they take to support children and young people's 'life-story work' are taken using approved (Group, not personal) equipment, and are appropriate to be shared safely.</li> </ul>
<b>5. KEEPING CHILDREN AND YOUNG PEOPLE SAFE</b>

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- Children and young people should be made aware by staff of the risks associated with sharing inappropriate images via social media platforms, and should be made aware of what action to take should they receive an image which is unsuitable.
- Many children and young people will have their own photographic devices; staff are expected to enable children to learn what sorts of photography are acceptable, and to help them consider and respect others' preferences in relation to photographs being taken.
- Staff are expected to report immediately in accordance with safeguarding guidance any concern they have in relation to children, young people and photography.

### 6. MONITORING

Site managers will include the monitoring of arrangements for leisure activities and holidays within routine site monitoring as outlined in the Governance policy ECS 16.

### 7. REFERENCES

Care Standards Act 2000  
 Children Act 2004  
 Equality Act 2010  
 Education and Inspections Act 2006  
 Children's Home Regulations 2015  
 Children's Home (Wales) Regulations 2002  
 DfE (2015) Residential Special Schools: National Minimum Standards  
 Scottish Government (2005) National Care Standards: School Care Accommodation Services  
 Welsh Assembly (2002) National Minimum Standards for Children's Homes  
 The Education (Independent School Standards) (England) Regulations 2014  
 DfE (2018) Keeping Children Safe in Education

### 8. ASSOCIATED FORMS.

ECSLP 44 – Photography and Video

### Contents Checklist (Local Sites may add additional items – this is a core list)

Item	Reviewed	Reviewed	Reviewed

### Local Procedure Review History:

Date Reviewed	Reviewer	Summary of revisions

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