



Carleton House

Preparatory School

PHOTOGRAPH POLICY

DATE OF POLICY

February 2024

To be reviewed February 2027



CARLETON HOUSE PREPARATORY SCHOOL

PHOTOGRAPH POLICY

"We live, love and learn with Jesus"

Carleton House Preparatory School is obliged to comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 when it takes or publishes photographs of its pupils. The school will always try to act in the best interest of the pupils and, as far as it legally can, it will take parental preferences into account.

Parents are asked upon admission to the school for written photographic consent as outlined below:

- I give permission for Carleton House to take and use images/videos of my child in line with school policy.
- I give permission for photographs of my child to be displayed with their first name within the school building.
- I give permission for photographs of my child to be used on the school website, in advertising merchandise or on the school Twitter account. No names will be displayed with photographs.

Consent can be revoked at any time by parents by contacting the school.

Ordinarily the following rules will apply to photographs in this school:

Photographs for Internal Use

- The school will take photographs for school 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 pupils will be informed that a photograph is being taken and told what it is for so that they can object if they wish.
- Photographs of pupils will only be taken with school equipment and never the personal devices of staff. (See Use of Mobile Devices and Cameras policy).

Use of photographs on social media or school website

- Only photographs of pupils of whom consent has been given by parents will be included in publications which may be visible to by the general public via the school website, social media accounts or newsletter. The school will not display names of pupils with photographs.
- The location of pupils, if on a school trip, will not be disclosed on social media until after the event.

Media Use

- The school will give proper consideration to the interests of its pupils 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 pupils 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 providing the above consents have been given.
- If the Media entity wants to publish named photographs then they must obtain specific consent from those pupils 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 Data Protection legislation.
- Where the school decides to allow such photography, such as in the case of a class assembly, individuals will be asked to keep them for their own personal use and not to share any photographs showing children other than their own on social media or the internet.
- Parents accompanying a school trip should be primarily be focused on ensuring the wellbeing and supervision of pupils and as such are asked not to take photographs at this time on their personal devices.