



Photography Policy 2019

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At Lantern Academy, we recognise that photography is a useful tool within our Academy and it is employed routinely in many ways, for example for record keeping, displays, teachers' lessons and the children's own work. On occasions, photographs are also used for the press and other promotional purposes. We also recognise the wishes of parents to take photographs and/or video of their own children participating in lantern academy events. We are, however, also sensitive to the wishes and rights of parents who may not want their children to be photographed and/or who might have concerns about the use of such images. We are aware of our responsibility to protect the children in our care from harm.

The taking of photographs in school is an increasingly complicated and sensitive area as technology has now made it much easier for pictures and images to be used and distributed inappropriately, both as printed material or as a web image. It is therefore important that we at Lantern Academy take practical steps to ensure that pictures and images taken on Lantern Academy premises or events are done so in a way that reflects the protective ethos of the Academy. In order to ensure that as far as possible the use of photography and video is used safely in school and in connection with school events, the advice provided below should be followed.

For ease of reference the following "Academy" photography definitions are provided:

Academy curriculum / internal use Photographs/digital images taken for curricular use, displays, workbooks, trips, notice boards, events and/or assessment purposes.

Academy Publicity photography Photographs/digital images used to help promote and publicise the success of the Academy through newsletters or the prospectus. This may on occasion also involve outside agencies such as the local press.

Lantern Academy Facebook or Website photography Photographs/digital images used to celebrate individual, class and/or team success or highlight good practice within the Academy. Photographs of children are always used anonymously.

Academy events Photographs or video taken of concerts, productions and other performance events, sports events (including sports day), sports fixtures, fêtes, enrichment and 'challenge' events, educational visits, services, etc.

The Legal Position It is not illegal for photographs of children to be taken in Lantern Academy by staff and using school equipment but it is sensible to comply with all current recommendations and/or good practice recognition since photographs and video images may be classed as personal data under the terms of the Data Protection Act 1988. At Lantern Academy, we will not display personal images on Facebook or websites, in publications or in a public place where such consent has been withheld or withdrawn and will, wherever possible, avoid naming individual children.

To opt out, all parents/carers **who wish for their child not to be photographed** at Lantern Academy will need to write a letter stating so. Photographs will be taken for

1. photographs or video taken by members of staff for academy-based publicity and promotional purposes
2. photographs or video taken by members of the press who are on the school premises by invitation in order to celebrate individual, group or academy success.
3. photographs or video taken by parents and other family members of children at the academy during concerts, performances, sports events and other similar events.

Use and Storage of Photographs and Video Images Photographs taken as records of events or for educational purposes may be displayed around Lantern Academy on display boards and/or in evidence files and are then archived after use. Photographs are not exchanged with anyone outside or held for private use. The staff is only permitted to take photographs and/or digital images of children in "Academy settings" and may only use school approved and purchased cameras or recording equipment. The use of personal mobile phones to take digital images is not permitted.

Neither staff nor other adults within Lantern Academy are permitted to take photographs of children in one to-one situations or when children are in vulnerable situations, such as when they are upset or not appropriately dressed.

Photography during school events While we recognise and will try to accommodate the wishes of family members to take photographs or video of their own children or grandchildren during Lantern Academy events, including concerts, productions and other performance events etc, we also recognise that the taking of photographs, video and the increasing use of mobile phones to record images can prove very distracting to both the performers and others in the audience, especially when done insensitively. It is also the responsibility of the academy to ensure that we are compliant with safeguarding requirements at all times and do not put at risk the safety of any vulnerable children. In addition, such events can involve all children throughout academy or at the very least all the children from a particular age, such that complying with the wishes of those parents who do not wish their child to be photographed is a complex and sensitive matter.

Jazak'Allah

Mohammed Shahid

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