



MALLUSK INTEGRATED PRIMARY SCHOOL

PHOTOGRAPHY AND FILMING POLICY

THE PURPOSE AND SCOPE OF THIS POLICY STATEMENT

The purpose of this policy statement is to:

1. Protect children and young people who take part in Mallusk Integrated Primary's events and activities, specifically those where photographs and videos may be taken.
2. Set out the overarching principles that guide our approach to photographs/videos being taken of children during our events and activities.
3. To ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people.

This policy statement applies to all staff, volunteers and other adults associated with Mallusk Integrated Primary School.

LEGAL FRAMEWORK

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in Northern Ireland. Summaries of key legislation and guidance is available on:

- online abuse learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse
- child protection learning.nspcc.org.uk/child-protection-system

We believe that:

- Children and young people should never experience abuse of any kind.
- We have a responsibility to promote the welfare of all our pupils and to take, share and use images of the children safely.

We recognise that:

- Sharing photographs and films of our activities can help us celebrate the successes and achievements of our pupils, provide a record of our activities, and raise awareness of our school.
- The welfare of the pupils taking part in our activities is paramount.
- Children, their parents and carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation.
- Consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used and stored and are fully aware of the potential risks associated with the use and distribution of these images.
- There are potential risks associated with sharing images of children online.

We will seek to keep our pupils safe by:

- Asking for written consent from a child and their parents or carers before taking and using a child's image.
- Explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images of children.
- Making it clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published.
- Never using the names of children whose images are being used in our Facebook page, Website or published material whenever possible (and only using first names if we do need to identify them).
- Never publishing personal information about individual children.
- Making sure children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information).
- Reducing the risk of images being copied and used inappropriately by:
 - ✓ Only using images of children in appropriate clothing.
 - ✓ Avoiding full face and body shots of children taking part in activities such as swimming where there may be a heightened risk of images being misused.
 - ✓ Using images that positively reflect the children's involvement in the activity.

We will also develop a procedure for reporting the abuse or misuse of images of children as part of our Safeguarding and Child Protection procedures. We will ensure that all staff know the procedures to follow to keep children safe.

PHOTOGRAPHY AND/OR FILMING FOR PERSONAL USE

When children themselves, parents, carers or spectators are taking photographs or filming at our events and the images are for personal use, we will publish guidance about image sharing in the event programmes and/or announce details of our photography policy before the start of the event.

This includes:

- Reminding parents, carers and children that they need to give consent Mallusk Integrated Primary School to take and use their images.
- Asking for photos taken during the event not to be shared on social media unless they are only of your own child.
- Recommending that people check the privacy settings of their social media account to understand who else will be able to view any images they share.
- Reminding children, parents and carers who they can talk to if they have any concerns about images being shared.

PHOTOGRAPHY AND/OR FILMING FOR MALLUSK INTEGRATED PRIMARY SCHOOL'S USE

We may use photography and filming as an aid in activities such as music or drama. However, this should only be done with written permission of the parent/ carer and using school equipment. On the rare occasion that a video/ photograph needs to be made on a personal device, Mrs Kinsella will use her device and will inform parents. The images/ video will be deleted from her device and online storage as soon as they have been used and uploaded to the school system or Facebook page.

PHOTOGRAPHY AND/OR FILMING FOR WIDER USE

Mallusk Integrated Primary School will seek permission in advance for children's images to be used to promote Integrated Education (for example by IEF, NICIE or EANI) or Mallusk Integrated Primary School.

If people such as local journalists, professional photographers (not hired by Mallusk Integrated Primary School) wish to record one of our events and share the images professionally or in the wider world, school will seek permission from the children and parents/ carers in advance.

They should provide:

- the name and address of the person using the camera
- the names of children they wish to take images of (if possible)
- the reason for taking the images and/or what the images will be used for
- a signed declaration that the information provided is valid and that the images will only be used for the reasons given.

We will inform the photographer of anyone who does not give consent.

At the event we will inform children, parents and carers that an external photographer is present and ensure they are easily identifiable, for example by using them with a coloured identification badge.

STORING IMAGES

We will store photographs and videos of children securely, in accordance with our Safeguarding policy and Data Protection law. We will keep hard copies of images in a locked drawer and electronic images in a protected folder with restricted access.

We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones. Mallusk Integrated Primary School does not permit staff and volunteers to using any personal equipment to take photos and recordings of children. Only cameras or devices belonging to the school should be used.

RELATED POLICIES AND PROCEDURES

This policy statement should be read alongside our organisational policies and procedures, including:

- Child Protection
- Code of Conduct for staff and volunteers
- Online safety policy and procedures for responding to concerns about online abuse.

CONTACT DETAILS

Designated Teacher for Child Protection: Mrs S. Kinsella

Deputy Designated Teacher for Child Protection: Mr C. McGrath

This policy was implemented on:

This policy was last reviewed on: