



Parent / Visitor Recording Policy (Audio, Photograph and Video)

(see Online Safety Policy for Staff and Children practice and procedures)

Berkeley Primary School

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Every Child • Every Chance • Every Day

Aims and objectives

At Berkeley Primary School we welcome positive publicity. Photographs, videos and audios add colour, life and interest to school activities and initiatives and help the school community to identify and celebrate our achievements.

We recognise that the images must be used in a responsible way. We respect our children's and adults' rights of privacy and we are acutely aware of safeguarding issues. However, we need to balance this risk and the aim of this policy is to minimise risks by following the guidelines below.

Data Protection Act

Photos and images of pupils and staff are classed as personal data under the terms of the Data Protection Act 2018. For this reason we require the consent of either the individual concerned or, in the case of pupils, their legal guardians before we can display these images in the media, in publications, on websites or in public places.

When children start at school, parents are issued with a permission form for this purpose and these are kept centrally, with a log compiled for permission. If the permission form is not returned, it must be counted as 'permission is not given'. Parents are reminded yearly about photograph permission and told to inform us if their decision has changed.

Safeguarding Issues

Risk occurs when individual pupils can be identified by their names alongside photographs; therefore only first names of individuals in a photograph will be used. We will not provide names for any other purpose unless special parental consent has been received. We will try to use group photos rather than photos of individuals whenever possible.

Should the school learn of any inappropriate use of images involving pupils, we will immediately act and report it as we would for any other safeguarding issue.

Images taken by adults other than school staff

The school encourages visitors, parents / carers to take videos and photos of school events, for example Sports day. However, if the image is taken with a view to publication (i.e. in the press, on social networking sites like Facebook) then the permission of the Headteacher must be obtained and special parental consent given. No other children must be visible in the image.

We ask that parents / carers do not take photos or videos during school plays / productions as this can distract the children and block the audience's view. The school always takes photographs of children in their plays, so parents / carers have a memento.



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When a commercial photographer / film maker (e.g. Tempest) is used we will provide a clear brief, issue identification, inform parents and children and not allow unsupervised access to children.

Images and audios on the school website and apps

All of the above precautions also apply to images on the school website and apps. We will ensure;

- we have parental permission before using images of pupils
- only use a child's first name
- try to use group photos rather than individual children
- ensure that image file is appropriately named (NOT pupil's names)
- only use images of pupils in suitable dress
- that the Headteacher checks the website on a monthly basis to ensure there are no inappropriate images or audios.
- images of children will be removed within one year of them leaving (unless express permission is sought (this will be recorded)).

Audio and Video Recordings in Meetings

If someone wishes to record a meeting held on the school premises or a phone call conversation, they should seek permission from all the other people that are part of the meeting or conversation. It should be minuted / noted that the meeting / conversation was recorded and that everyone present agreed to it.

Parents do not have a general right to record meetings or telephone conversations with school staff.

We will always consider requests to record a meeting / conversation as there may be a good reason for recording (i.e. one of the parties is visually impaired and finds it hard to take written notes).

We do not allow meetings to be recorded 'covertly', without the knowledge of the others present. The recording would not be considered as 'evidence' in any further investigations by staff or governors.