

PHOTOGRAPHY POLICY

ITC-PO-00

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1.0 INTRODUCTION

The British International School welcomes positive publicity and recognises that photographs and video clips add colour, life and interest to school activities. Such images help the school community to celebrate the school's achievements.

We also recognise that images must be used in a responsible way. We respect a young person's and adult's right to privacy and are aware of Child Protection issues. However, we believe in achieving the right balance between risk and promotion. The school takes active steps to minimise risks by adhering to the following guidelines:

2.0 DATA PROTECTION ACT

The school will seek the consent of the individual concerned or in the case of pupils their legal guardians, before images are displayed in the media, in publications, on websites or in public places.

3.0 CHILD PROTECTION ISSUES

Risk occurs when students can be identified by their names alongside a photograph. Therefore, we will only name children in photographs that are displayed within classrooms. We will not provide names for any other purpose unless special parent consent has been received.

The content of a photograph can be used or adapted for inappropriate use. Therefore, only images of children in suitable dress will be taken.

Similarly, the use of possession of mobile phones on residential visits is prohibited for students under the age of 11. The use of mobile phones is strictly restricted for students aged between 11 – 16 years and made available for emergency contact purposes only during the school day.

Should the school discover any inappropriateness of image use involving our students, we will act immediately and report it as we would for any other child protection issue.

4.0 IMAGES TAKEN BY ADULTS OTHER THAN SCHOOL STAFF

The school encourages parents/carers to take videos and photographs of school events. However, if any image is taken by either a parent/carer or third party with a view to publication in the press then the permission of the Principal must be obtained and special parental consent given.

Where a commercial photographer/film maker is invited into school (i.e. Ariel photography) we will provide a clear brief; issue identification; inform parents and students; obtain consent and not allow unsupervised access to children.

5.0 IMAGES TAKEN BY CHILDREN

The school encourages students to take photographs and videos of each other as a way of recording events. This may take place in school, on educational visits or on residential trips. The use of cameras within school, on trips or visits is viewed as part of the learning experience. There is no reason why students should not be allowed to take photographs as long as anyone photographing respects the privacy of the person being photographed. This is seen as part of the school's code of behaviour. Infringement of this respect of privacy is akin to bullying and will be dealt with in the same way as any other breach of school discipline.

6.0 PARENTAL PERMISSIONS

On admission to the school parents are asked to declare if they have any objections to their child's photograph being taken for the purposes outlined in this policy relating to 'in house' school photographs i.e. concerts, sports days, school photographer. A form is signed to register approval.

Where parents feel strongly that their children should **not** be captured in the photographs or videos of other parents, those children will be **excluded** from activities where parents and friends of the school are present unless we receive written approval to the contrary