



Education Library and Sports Service

CHILD PROTECTION

PHOTOGRAPHS AND VIDEO IMAGES

It is not illegal to take photographs of children in schools, but photographs and video images of pupils and staff are classed as personal data under the terms of the Data Protection Act 1998.

Therefore using such images will require the written consent of either the individual concerned or in the cases of pupils, their parent and/or legal guardians.

This means that images should not be displayed on websites, in publications or in a public place without such consent. The definition of a public place includes areas where visitors to the school have access.

We also recommend:

- If the photograph is used, avoid naming the pupil.
- If the pupil is named, avoid using the photograph.
- Schools establish whether the image will be retained for further use.
- Images are securely stored and used only by those authorised to do so.

Parental Advice

Schools should take practical steps to ensure that pictures and images taken of children are done so in a way that reflects the protective ethos of the school.

In order to do so, schools need to ensure that the use of photography and video is monitored and protected for the benefit of children and their parents.

Parents should be asked to provide written permission for their child to be photographed during school activities.

A number of examples of good practice may be considered:

Parents may be asked:

- **To sign a section of the school's admission form to indicate that any images (photographic or video) that they take will not be used inappropriately.**
- **They might be asked to sign a returnable slip on any invitation letters to school events to indicate that any images (photographic or video) they take will not be used inappropriately.**
- **Photography/ video recording will only be allowed in designated areas. For example, in the school hall where the assembly or performance is taking place.**
- **School may not allow home video recordings, but instead may offer parents the opportunity to purchase a school video recording of the event.**
- **School may not allow the use of cameras, but instead may offer parents the opportunity to purchase copies of school photographs of the event.**

If you require further advice please contact Paul Fillis on 233 2855.

**Paul Fillis
Child Protection Officer**