



Photography and Images Policy (Whole School including EYFS)

Independent Day School

Our Lady of Sion School

Last Reviewed: July 2025

Frequency of Review: Annually

Next Review Due: July 2026

1. Policy Statement

This policy sets out how the school manages the taking, storage, and use of photographs and images of pupils, staff, and the wider school community, including Early Years Foundation Stage (EYFS) provision.

The purpose of this policy is to:

- Protect and safeguard children in line with **KCSIE 2025, EYFS Statutory Framework, and Working Together to Safeguard Children (2025)**.
- Ensure compliance with the **UK GDPR and Data Protection Act 2018**.
- Provide clarity to staff, parents, and visitors regarding the use of photography and filming.
- Support the positive promotion of the school while prioritising the safety and wellbeing of pupils.

2. Scope

This policy applies to:

- Staff, governors, contractors, visitors, and volunteers.
- Parents/carers attending school events.
- Pupils using school devices.
- Third parties engaged by the school for promotional, media, or educational purposes.
- **EYFS provision, where stricter controls apply.**

3. Roles and Responsibilities

Governing Body

- Oversees policy compliance as part of safeguarding and data protection governance.

Headteacher / SLT

- Ensures procedures are in place for safe use of photography.
- Approves any use of pupil images in publicity or external publications.

Designated Safeguarding Lead (DSL)

- Ensures photography practice is consistent with safeguarding requirements.
- Manages any concerns relating to misuse of images.

Bursar as Data Protection Officer (DPO)

- Ensures parental consent is obtained, stored, and reviewed.
- Advises on GDPR compliance in relation to image storage and sharing.

Staff

- Follow this policy when taking or storing images.
- Report any concerns about inappropriate photography.

Parents and Visitors

- Follow school guidance when taking images at events.
- Respect decisions of families who opt out of image use.

4. Consent

- Written consent is obtained from parents/carers on admission and reviewed annually.
- Parents/carers may withdraw consent at any time.
- Consent covers:
 - Internal use (classroom displays, internal platforms).
 - External use (website, newsletters, social media).
 - Event photography.

5. Safe Use of Photography

Staff

- Only use **school-owned devices** for taking photos/videos.
- Images must be stored securely on **school servers**, not personal devices.
- Delete images once no longer required.

Parents/Carers

- May take photos at school events for **personal, family use only**.
- Must not share images of other children online without consent.

Third Parties / Media

- Must be supervised at all times.
- Require SLT approval and parental consent.

6. EYFS-Specific Provisions

- **No personal devices** (phones, tablets, cameras) may be used by staff, volunteers, or visitors to take images in EYFS or nursery settings.
- **Only school-issued cameras or tablets** may be used for capturing children's learning (e.g. for Tapestry or equivalent learning journals).
- Images must be uploaded to secure systems **immediately** and deleted from devices.
- Photography is strictly prohibited in areas where children may be in states of undress (e.g. toilets, changing areas).
- Staff must never share EYFS images on **personal social media**.
- Parents/carers are reminded **not to take photos or film in nursery classrooms or outdoor EYFS settings** unless at a designated event approved by the Head of EYFS.
- All EYFS staff are trained on the safeguarding risks relating to photography and image sharing.

7. Safeguarding Considerations

- Pupils' **full names will not be published** alongside images.
- Pupils must never be photographed in compromising positions.
- Additional caution will be applied for children with safeguarding restrictions, LAC, or those under court orders.

8. Online and Digital Use

- Images used on school platforms (website, newsletters, social media) must:
 - Be safe, respectful, and appropriate.
 - Avoid publishing personal details.
 - Receive SLT approval prior to publication.

9. Storage and Retention

- Images stored on secure, access-controlled systems.
- Retained only as long as necessary for the stated purpose.
- Securely deleted when no longer required.

10. Incident Management

- Misuse of images will be treated as a **safeguarding matter** under **KCSIE 2025**.
- Concerns reported to the DSL and investigated immediately.
- Where necessary, referred to **Police, DfE, or ICO**.

11. Training & Awareness

- **Staff:** Annual training on image use, GDPR, safeguarding, and EYFS-specific restrictions.
- **Parents/Visitors:** Reminders at events regarding expectations for image use.
- **Pupils:** Digital citizenship education, including safe image-sharing online.

12. Review

- Policy reviewed **annually** in line with statutory safeguarding and EYFS requirements.
- Next review due: **July 2026**.