

Photography Policy

The taking and use of images of people is covered by the Data Protection Act (1998), and the policy aims to ensure compliance with the law when images of clearly identifiable people are being used. Consideration is also given to DfE guidance on safer working practices for adults working with children and young people.

1. Images may appear in a range of formats:-

- a. Paper publications
- b. Photographic prints and slides
- c. Digital images
- d. DVDs
- e. Videos
- f. Webcams
- g. Internet including the website
- h. Multi Media Messaging Service, including mobile phones
- i. On-line social media, e.g. Twitter, Facebook

2. It is assumed that parents give consent to the taking of images throughout a child's time with The Prep Schools Representative Teams unless they are informed to the contrary in writing.

3. Staff will make clear to the pupil why they are using the image and where it is likely to appear

4. Several practices will be followed:-

- a. A player's full name will not be published alongside a photograph unless specific agreement has been obtained to do so on every occasion
- b. If a player's full name is printed, a photograph of the individual will not be used
- c. A group photograph (at least four players) can be used with first name of the subjects provided that the names are not necessarily in the order of the subjects in the photograph

5. Staff should consider a number of points when organising an activity that could include the taking of images:-

- a. All parties should understand that images are being taken
- b. Agreement needs to be reached about whether the images will be retain for future use or destroyed
- c. The location of stored images and access to them needs to be considered

- d. Images must not be used if they cause distress
 - e. Mobile phones should only be used to take images in line with best practise guidelines. Images should be passed on to the relevant person as soon as possible and deleted from personal devices.
 - f. Images should not be taken of a limited number of individuals frequently
 - g. Images can be used for official coaching or teaching purposes provided that this has been discussed with a line manager and that the participants agree
6. It is recognised that parents may wish to make a personal family record of their child's activity. The following conditions apply:-
- a. Parents may take photographs of their own children, but the inclusion of other children should be incidental or restricted to team photographs
 - b. Photographs of other children should not be taken without the prior agreement of that child's parents
 - c. All images are for personal use and must not be placed in the public domain, especially on the internet on sites such as You Tube, Facebook, Instagram, Twitter etc
 - d. The rights of individuals must be respected at all times
 - e. Cameras and recording equipment must be used with consideration and courtesy for others

