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**Shawlands Primary School**

**Photography and Video/CCTV Recording Policy**

**Updated by D Thompson in May 2018.**

**Signed…………………………………..**

**Approved by the Governing Body on:**

**Signed……………………………………**

**PHOTOGRAPHY AND VIDEO /CCTV RECORDING IN SCHOOL POLICY**

This policy states the school’s position on the photography and video recording of children in school. It aims to safeguard children and clarify the position of parents who may wish to record special events in school.

The policy is written to

* Protect the rights of children and their parents/carers
* Outline the responsibility of parents who wish to photograph or record events in school
* Protect the rights of parents of children who may be photographed or videoed at school events

**Photography/Media Publication Permission**

We use social media (e.g. Twitter and our website) to celebrate our pupils many achievements and to keep parents and guardians up to date with what is going on in school. We sometimes broadcast our assemblies/achievement events so that all parents and carers who are unable to come along can see what we are doing. Videos and photographs will also be used by teachers for learning displays, resources or lesson content. They may also be used on the school website www.shawlandsprimaryschool.co.uk, corridor displays or on the school’s Twitter feed @ShawlandsPS.

Shawlands Primary School requires your permission before publishing material which may include images of your child. The photographs, or videos, selected could appear in school / council literature, in the local press and on the BMBC / school (or other appropriate) websites for publicity / promotional purposes.

Pupils receive a ‘Photography/Media Consent’ form in their starter pack that captures parents’ permission. Parents may change their mind on their decision at any time by contacting the school office.

**Parents may take photographs and video events in school, which will be for their own family’s use only. We urge parents to only share images on social media if it contains their child either alone or with children who they have sought permission from other parents before posting. This section of the policy is read out at school events where parents are present.**

**Any children whose parents have opted out will not be allowed to be photographed under any circumstances. If this is the case, and on special occasions, performances or charity days, the school may offer school photographs that have been approved for an appropriate charge covering only costs to the school. These are optional and will only be sold to the family of the child in the picture.**

**We will also endeavour to film any performances of this nature and edit the footage to be appropriate and, again, sell at cost price.**

**CCTV in school**

The School now has the use of CCTV in school to:

* Improve site security
* Improve the safety and behaviour of pupils
* Allow us to review any incidents accurately and ensure that related policies (health and safety or behaviour) are applied consistently

Footage is recorded for a 4-week period but not automatically stored. Footage is only visible in the Head’s office and the main school office. Cameras are not placed in areas that are used as toilets or changing rooms. Any important footage (e.g. a break-in at the school or a significant behaviour event) will be stored until they have been appropriately relayed to the police, parents of pupils, etc.

Where it is deemed necessary for pupils to use spaces in view of the cameras we will write to parents to advise them of our reasons and give them an opportunity to opt out, should they wish to.

We may use the footage from CCTV cameras to share with parents following an incident of concern. Where the footage includes other pupils we will contact the parents to seek their permission to use the footage. When we cannot receive this permission we will relay what can be seen verbally.

Any footage from the camera is:

* Only accessed through the Headteachers office
* Accessed by senior staff who have appropriate safeguarding checks
* Not recorded beyond time lapse technology without parental permission
* Any recordings would have to be logged with dates and times clearly shown

Please note that expectations on all staff are made clear, linked to safeguarding and child protection, through our ‘Professional Code of Conduct Policy’. This policy and our ‘Cause for Concern Policy’ are available at:

<http://www.shawlandsprimaryschool.co.uk/policies>