Polisi Ymweliadau Ysgol
School Visits Policy

Ysgol Y Gelli

Dyddiad Cymeradwyo/Date Adopted: Medi 2026
Dyddiad Adolygu/Review Date: Medi 2027

Llofnodwyd ar ran Cadeirydd y Llywodraethwyr: Ffion Lovgreen

Dyddiad: Medi 2026

1. Background

1.1 Technological developments make it much easier to use printed and internet pictures and images. Consequently, we have a responsibility to ensure that children are not exploited.

1.2 This is a very complex field and this policy aims to assist schools to deal with situations where photography/filming takes place

1.3 This policy is published so as to try and ensure that the school staff, teachers and/assistants do not put themselves in a situation where they could be prosecuted for misusing photographs, avoid situations where children's safety is jeopardized and to help them adhere to data protection rules.

1.4 The policy discriminates between taking "*private*" photographs namely photographs taken by parents and close family, "*educational purpose*" photographs taken by the school of school activities, displayed within the school and "*public*" photographs, namely photographs that would be published in the press, publications, the school website and/or social networking sites.

1.5 The term "photographs" is used for photography (film and digital), video and mobile phone cameras.

2. "Private" Photographs

"Private" Photographs / Video taken by parents and in situations attended by members of the public: e.g. school concerts, shows, sports events.

2.1 Photographs taken purely for personal use are exempt from Data Protection Legislation (i.e the General Data Protection Regulation and the Data Protection Act 2018). It is up to the schools themselves to establish arrangements for these kind of photographs, deciding what is practical and appropriate for local circumstances and guidelines to develop for specific services will specify operational arrangements.

3. "Educational Purposes"

Photographs / video for "educational purposes": e.g. pupils at work, school photograph, pupils on visits, participating in competitions

3.1 Photographs taken for official school use may be covered by Data Protection Legislation and pupils and students should be advised why they are being taken. Consent for this type of photograph is not required since the processing will be covered by other legal bases, however, permission to publish outside the school should be treated as "public" photographs

4. "Public" Photographs

"Public" Photographs / video for use outside the school: e.g. achievements for display in the local paper and local press, information to be included in the school web page and facebook, Seesaw and contribution to a television programme.

4.1 The term "public" is used for press photographs, or for publicity purposes e.g photographs on establishment websites and/or social networking sites

4.2 It is imperative to obtain permission from the parent/guardian prior to publishing, noting the date permission was granted and by whom.

4.3 So as to avoid a situation whereby permission has to be obtained every time a photograph is required, local arrangements are to be made to ensure that a consent form requesting permission is signed and dated by the parent/guardian with details being kept on file and a clause is inserted in the school handbook as part of the privacy statement

4.4 The consent form should clearly note where the photograph will be used e.g 'school website', ''school Facebook/Twitter page'. Stating "To be used in Publications" is not sufficient.

4.5 The press is always eager to include children's names with the photographs – if names are not to be included, the headteacher should explain that to the photographer/journalist.

4.6 Keep a record on file of anyone who objects to having photographs taken of their children

4.7 The above need not have to be adhered to for a photograph of young people taken from behind, or where individuals cannot be identified. If there is any doubt, it is better to show caution and obtain consent.

5. Use of Photographs

5.1 Once consent has been obtained and photographs have been taken, they should be dated and a filing system established so that it agrees with set retention periods.

5.2 Photographs should not be used out of context e.g if a photograph has been taken in a school playground to promote new equipment, that should not then be used in a document in connection with school achievements or a photograph of children in a classroom being re-used on a document promoting the SEN provisions within the school.

5.3 When sending a photograph to a third party, the purpose for which it is to be used should be clearly stated and recorded.

6. Commissioning Photographers

6.1 Most press photographers and professional photographers belong to top professional organisations, and as such, will have an identity card and most will have received a DBS check

6.2 The head teacher should keep a record stating when and for what purpose "public" photographs were taken by professional photographers noting the following information:

- Name, company address and contact telephone number of the photographer
- Details from ID card if held by the photographer
- Names of individuals in the photograph
- Consent received – date and by whom
- Why the photograph was taken and use made of it

6.3 Newspapers have their own regulations on how and when children's photographs are used.

6.4 As a rule, the photographer retains photo copyright. In extremely sensitive situations, purchasing that copyright should be considered.

6.5 Each school should operate a photo filing system specifying the date on which the photo was taken, where it was taken and the names of anybody who appears in the photograph.

Should a situation arise when the head teacher is of the opinion that taking photographs/video is inappropriate, cameras will be banned from the event and the school will ensure that the event will not be filmed unless photographs are taken by a professional who will have received Disclosure and Barring Service (DBS) clearance. The photographs/video would be on sale to parents/guardians.

Appendix 1:- Letter to Parents

Photographing Children

Dear Parent / Guardian,

During the period which your child spends at the school, various situations may possibly arise when pictures (photographs or video) will be taken. The 2004 Children's Act makes it a statutory requirement that we ensure the children's safety when school photographs are taken. We also need to ensure that we follow the requirements of data protection legislation.
The following information explains the school's policy on taking photographs and how these are used in various situations:

1. Photographs / video for "educational purposes": e.g. pupils at work, school photograph, pupils on visits, participating in competitions.
- Such photographs are only displayed in school – on walls, in displays and in booklets containing pupils' work.
- Individual school photograph is linked to individual pupils via the electronic SIMS system and will only be used for identification purposes
- Large group school photograph will be displayed within the school only
- Such a video is only displayed at the school.
- The photographs/videos are stored at the school.

The school <u>will not</u> seek your permission to take and use the photographs/video in this category as their use is justified as part of your child's educational provision.

2. "Public" Photographs / video for use outside the school: e.g. achievements for display in the local paper and local press, information to be included in the school handbook, school website/social networking site, Seesaw and contribution to a television programme.

So as to safeguard pupils, the school will ensure:
- That parents/guardians' permission is received to enable photographs/videos within this category, to be published
- That parents/guardians have an opportunity to object to the taking of photographs/video (such wishes will remain confidential)
- The photographs/videos are stored at the school.
- That parents are made aware of retention periods for this type of data
- That parents are informed that once photographs have been published on the internet, they are very difficult to fully delete

3. "Private" Photographs / Video taken by parents and in situations attended by members of the public: e.g. school concerts, shows, sports events.

So as to enable parents/guardians to take photographs during the above-mentioned events, the school will ensure:
- that parents are made aware that it is likely that photographs may be taken
- that parents/guardians are informed that any 'private' photographs taken will not be the schools responsibility because private photographs are exempt from the Data Protection Act
- that use of cameras and any unacceptable behaviour shall be monitored during the event.

Permission is sought at the start of newly admitted pupils' school career. Permission may be withdrawn by the parent/guardian at any time for photographs by contacting the head teacher.

Should a situation arise when the head teacher is of the opinion that taking photographs/video is inappropriate, cameras will be banned from the event and the school will ensure that the event will not be filmed unless photographs are taken by a professional who will have received a Disclosure and Barring Service (DBS) clearance. The photographs/video would be on sale to parents/guardians.

Thank you for your co-operation.
Yours sincerely,

……. Headteacher