

St. Michael Catholic Primary and Nursery School

Use Of Photographs And Videos Policy



"I came so that you may have life, life in all its fullness" John 10:10

St Michael Catholic Primary School and Nursery is a Catholic family of faith following the teachings of Christ. We strive to create an environment where all members of our school community respect the values of: Church, Independence, Resilience, Caring, Learning and Enjoyment for all. Belief in these values will nurture all as individuals and instil in them the confidence to meet their full potential, providing them with the best grounding for their future place in an ever-changing world.

Policy Date	September 2026
Signed by Head Teacher	Mrs N Collins
Review Date	September 2027

Policy Statement

St Michael Catholic Primary and Nursery School recognises that photographs and videos can be valuable tools for learning, assessment, celebration and communication.

We are committed to ensuring that all images and recordings are used safely, appropriately and in accordance with safeguarding, data protection and privacy requirements.

The welfare and protection of children remain our highest priority.

This policy outlines how photographs and videos may be taken, stored, used and shared within our school community.

Purpose of Photographs and Videos

Photographs and videos may be used for:

- Enhancing learning experiences.
- Supporting assessment and monitoring progress.
- Evidencing children's achievements.
- Celebrating success and participation.
- Sharing learning with parents and carers.
- Promoting school activities and achievements.
- Recording educational visits, performances and special events.
- Supporting curriculum activities.

All images and recordings must be used appropriately and in the best interests of pupils.

Staff Use of Photographs and Videos

School staff may take photographs and videos of pupils for educational purposes.

Where photographs or videos are taken:

- School-issued devices should be used wherever possible.

- Images must be relevant to school activities.
- Images must be stored securely.
- Images must only be shared through authorised school systems.
- Images must be deleted when no longer required.

Staff should ensure that the dignity, safety and privacy of pupils are maintained at all times.

Personal Devices

As a general rule, staff should not use personal mobile phones or personal devices to photograph or record pupils.

Where exceptional circumstances require the use of a personal device:

- Prior approval must be obtained from the Headteacher or a member of the Senior Leadership Team.
- Images must be transferred securely to school systems at the earliest opportunity.
- Images must then be permanently deleted from the personal device.

The use of personal devices remains exceptional and should only occur where no suitable school device is available.

Storage and Security

All images and videos must be stored securely.

The school will ensure that:

- Images are stored on secure school systems.
- Access is restricted to authorised staff.
- Images are protected from unauthorised access.
- Data protection procedures are followed.
- Images are deleted when no longer required.

All storage and processing of images will comply with data protection legislation and school procedures.

Parental Consent

Photographs and videos of pupils will only be used in accordance with parental permissions recorded by the school.

Parents and carers will be given opportunities to indicate whether they consent to the use of their child's image for:

- School displays.
- Newsletters.
- School website.
- Social media platforms.
- Press coverage.
- Promotional materials.

The school will respect parental preferences regarding the use of images.

Consent can be reviewed or amended by parents and carers in accordance with school procedures.

Publication of Images

Where images are used publicly:

- Full names will not normally be published alongside photographs.
- Sensitive information will never be published.
- Images will reflect pupils positively and appropriately.
- Images will be selected carefully to maintain dignity and privacy.

Where consent is not in place, photographs will not be published.

Where appropriate, images may be cropped, obscured or edited to prevent identification.

Artificial Intelligence and Manipulated Images

The school recognises the increasing use of Artificial Intelligence (AI) and digital image manipulation.

Staff must not:

- Create AI-generated images of pupils.
- Manipulate images in ways that misrepresent pupils.
- Use AI tools to alter images without appropriate professional justification.

Pupils are taught that digital images and videos can be altered and that online content may not always be genuine.

Any concerns regarding manipulated or AI-generated content relating to pupils will be treated as a safeguarding matter.

Live Streaming and Digital Learning

Where learning activities involve live lessons, virtual events or streamed performances:

- Appropriate safeguarding procedures will be followed.
- Only approved platforms may be used.
- Recording arrangements will be clearly communicated.
- Parents and pupils must follow school expectations regarding recording and sharing content.

Pupils and parents must not record, screenshot or redistribute live sessions without permission.

Visitors to School

Visitors are expected to follow school procedures regarding photography and recording.

Visitors should:

- Seek permission before taking photographs or videos.
- Follow staff instructions.
- Respect parental consent arrangements.
- Comply with safeguarding expectations.

Professional visitors, coaches, tutors and external providers should not use personal devices to photograph pupils unless authorised by the school.

Visitors may be asked to leave mobile devices securely with the school office where appropriate.

Parents and Carers

Parents and carers may occasionally take photographs or videos during school performances and celebrations.

These images are intended for personal and family use only.

Parents and carers should:

- Respect the privacy of other children and families.
- Follow instructions provided by school staff.
- Avoid publishing photographs of other children online without permission.
- Refrain from photographing children changing or in vulnerable situations.

The school reserves the right to restrict photography or recording where safeguarding concerns exist.

Use Your Camera and Video Courteously Code

Parents, carers and visitors are asked to:

- Follow guidance provided by the school.
- Use photographs and videos for personal purposes only.
- Respect the wishes of other families.

- Avoid disrupting events.
- Avoid obstructing others' views.
- Not publish images of other children without permission.
- Store and use images responsibly.

The school appreciates the cooperation of all families in creating a safe environment for children.

Safeguarding

The use of photographs and videos forms part of the school's wider safeguarding responsibilities.

All adults working with children must remain vigilant and ensure that images are used appropriately and safely.

Any concerns regarding:

- Photography.
- Video recordings.
- Online publication.
- Image misuse.
- AI-generated content.
- Safeguarding risks involving images.

must be reported immediately to the Designated Safeguarding Lead (DSL).

Monitoring and Review

The Headteacher and Senior Leadership Team will monitor the implementation of this policy.

This policy will be reviewed annually or sooner if changes to safeguarding guidance, data protection requirements or school procedures require amendment.

Linked Policies

- Child Protection and Safeguarding Policy
- Online Safety Policy
- Data Protection Policy
- Social Media and Digital Communications Policy
- Staff Code of Conduct
- Remote Learning Policy
- Visitor Policy

Through the safe and responsible use of photographs and videos, St Michael Catholic Primary and Nursery School seeks to celebrate achievement, enhance learning and protect the safety, dignity and privacy of every child.