Mapperley Plains Primary School

Photography and Video Policy

Non-Statutory

Approved by	Academic Committee
Approval date	Summer 2026
Review date	Summer 2027
Version	V0.2

Inspiring learners. Shaping futures.

This policy applies to:

- All children attending Mapperley Plains Primary and Nursery School
- All parents and carers with responsibility for a child at the school
- All staff, governors and volunteers working at the school

Our Commitment
At Mapperley Plains Primary and Nursery School, safeguarding children is our highest priority. Photographs and videos play an important role in celebrating achievement, supporting learning and sharing school life with our community. However, all images must be taken, used and stored responsibly, with full regard for children's privacy, dignity and safety.

Policy Statement
This policy sets out the expectations and procedures for the appropriate use of photography and filming within the school. It outlines the responsibilities of staff, volunteers, parents, carers and visitors to ensure that all images are used safely and appropriately.

What We Will Do
The school will take, store and process images in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. We will also:

- Promote the safe and appropriate use and storage of images
- Respect the views of children, parents, carers and staff
- Ensure clear and robust procedures are in place for photography and filming
- Follow safeguarding best practice through our policies, procedures and staff code of conduct
- Obtain written consent from parents or carers before taking or sharing images, with the right to withdraw consent at any time
- Use images only in line with the consent provided
- Clearly explain how images will be used and stored when consent is requested
- Put appropriate arrangements in place for children who do not have consent to be photographed or filmed
- Use images to support learning and to celebrate and promote the school
- Store images securely and restrict access to authorised staff only
- Ensure that only authorised staff take photographs or videos
- Monitor the use of images to prevent misuse
- Encourage concerns about inappropriate use of images to be reported promptly to a member of staff or the Designated Safeguarding Lead (DSL)
- Take immediate action to address any concerns raised
- Provide training and guidance for staff on this policy
- Only work with external photographers who follow the school's safeguarding expectations
- Follow the school's Online Safety Policy when sharing images digitally

What We Will Not Do
The school will not:
- Take or share images that are inappropriate or could be considered harmful or abusive
- Publish children's full names alongside their images
- Use images that could make a child easily identifiable in a way that puts them at risk

Monitoring and Review
This policy will next be reviewed in Summer 2027 and thereafter at least every three years, or sooner if required due to:
- Changes in legislation or national guidance
- Updates from safeguarding authorities or the local authority
- Significant incidents or safeguarding reviews