



Astley Primary School

Imaging Policy

Agreed Date: Spring 2025

Review Date: Spring 2027

Imaging Policy

Good practice recommended when taking photographs in school.

Astley Primary School aims to provide as safe an environment as possible for all students and staff, while, as far as is possible, minimising risk without detracting from the enjoyment of celebration.

An annual consent/letter is sent to all parents of current pupils relating to general photography and use of images.

The school adopts the following procedures:

Newsletters (Astley Advertiser)

This newsletter is issued on a weekly basis to parents and Governors of the school. Individual names are mentioned in the communication but are not linked to photographs.

School Notice Boards

Photos on notice boards of individual and groups of students will not have names under them.

Social Media (including Twitter and YouTube)

Photos/video will not have full children's names linked to them. However, first names may be referred to.

Schools Performances

Parents of pupils performing in drama productions, concerts etc, may wish to video-digitally record their child's performance. These images are for personal use and the Data Protection Act does not apply.

Press

Photographs taken by the press of an awards ceremony for example, will not breach the Data Protection Act, as long as the school has agreed to their publication and the pupils, their parents/carers are aware that photographs of those attending may appear in the newspaper. In relation to group photographs, names will appear in alphabetical order; individuals' photographs only to be provided with specific parental consent.

School Website

No names published.

TV/Data projector pictures

No names published.

Further information

Website: www.ico.gov.uk

Signed: J Goakes

Date: March 2025

Review: March 2026