

# **St Gabriel's C of E Primary School**



## **Images of Children Policy Autumn2025**

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Images of Children Policy**



**Current Review: Autumn 2025**

**Next Review: Autumn 2027**

## **Guidance on Photographs of Children**

### **Introduction**

This document provides guidance on the appropriate use of images of children at St Gabriel's School.

### **1. Good Practice**

The following advice represents good practice in the use of photographic images involving children.

1. When taking a picture the photographer must obtain the consent of the person in the picture.
2. If using a photo from the media or commissioning a photograph, the school must have a signed agreement (see appendix 1).
3. Use the image in its intended context. An example of this not happening:
  - When a photo of the public boarding a bus to launch a rural transport initiative is used to illustrate a story attacking rural transport shortages.
  - Ensure that when a picture is used that the child is not named. Exceptions will be 'Star of the Week Book' where the first name only is recorded.
  - Not to use the photograph out of context;
  - Not to use the photograph to illustrate sensitive or negative issues.
4. When photographing children ensure that parents and carers have signed and returned the consent form indicating if their child's photo may be taken and for what purposes it can be used.
  - a. Ensure all children are appropriately dressed (for example pictures should not be taken of children swimming)
  - b. Avoid images that only show a single child with no surrounding context of what they are learning or doing.
  - c. Photographs of three or four children are more likely to also include their learning context.
  - d. Do not use images of a child who is considered very vulnerable, unless parents/carers have given specific written permission.
  - e. Use photographs that represent the diversity of the young people participating.
  - f. Report any concerns relating to any inappropriate or intrusive photography to the Headteacher.
  - g. Do not use images that are likely to cause distress, upset or embarrassment.
  - h. Regularly review stored images and delete unwanted material.



## **2. Parental Permission**

Use of images of children requires the consent of the parent/carer. Permission should always be obtained when a child joins the school. Each year as part of the standard communication, ask parents if they wish to change their permission. When a parent does not agree to their child being photographed, the Headteacher must be informed and staff must make every effort to comply sensitively.

For example, if a child whose parents have refused permission for photography is involved with a sports event, e.g. a football match, it may not be appropriate to photograph the whole team. Careful liaison with parents is therefore essential.

When photographic images are transmitted or shared beyond the establishment e.g. television broadcasts, images on internet sites, specific permission should be obtained.

## **3. Inter-School Fixtures**

Apply these guidelines to inter-school events. If a vulnerable child is involved, it will be necessary to liaise with a member of staff from the other establishment so that they are aware of the wishes of the parents or carer of the child and seek the cooperation of the parents of the opposing team.

## **4. Teacher Training and Portfolios**

During teacher training and with newly qualified staff, colleagues need to compile portfolios with photographs of children during lessons. Staff should act responsibly in compiling these images. The student co-ordinator will oversee the compiled images as part of the management process and consider their appropriateness.

## **5. Displays in School**

Still photographs shown on displays and screen should depict children in an appropriate way. They should not display images of children in inappropriate or revealing clothing so appropriate levels of integrity and decency are maintained. Do not use photographs or images likely to cause embarrassment. Only use photos for those children for whom we have consent.

## **6. Parents Evenings, Concerts, Presentations**

To allow the appropriate recording of children's images by parents/carers:



- Ensure that children are appropriately dressed;
- Obtain parental permission with the form in appendix 1
- Be aware of any child who should not be photographed
- Monitor the use of cameras and anyone behaving inappropriately.

## **7. Mobile Phones**

The use of mobile phones which contain cameras of photographic capabilities should not be permitted in changing rooms, toilets etc. Photos of children should not be taken on mobile phones.

## **8. Close Circuit Television (CCTV)**

The school has installed CCTV:

- As a method of controlling access.
- Pupil behaviour issues/bullying. As a behavioural tool during breaks and lunch times it can be used to identify hot spots of inappropriate behaviour. It may also help to monitor within the building, corridors and areas out of sight or not frequently trafficked by staff, for example on the mezzanine level.
- As an aid to members of staff with particular responsibility for behaviour management.
- To monitor personal safety of staff
- To monitor site safety and security
- As an effective deterrent for crime
- As a means of crime reduction and discouraging trespass.

Only the Headteacher, Assistant Head, Senior Admin Officer or IT technician may review camera footage. When any CCTV footage is reviewed it must be logged for GDPR purposes.

Images from the CCTV may not be shared with parents or visitors.

This policy was adapted by R. Wilson (and reviewed and adapted by R. Anson October 2025)

For St. Gabriel's CE Primary

In consultation with Healthy Schools Partnership

Position: PSHE Lead

Signature:

Date: Autumn 2025

Review date: Autumn 2027



## Appendix 1

Dear Parent/Carer,

At St. Gabriel's primary school, we sometimes take photographs or films of pupils. We use these photos in the school's information booklet, on the school's website, in Newsletters, advertising, on social media and on display boards around school.

We would like your consent to take photos of your child, and use them in the ways described above. If you're not happy for us to do this, that's no problem – we will accommodate your preferences.

If you change your mind at any time, you can let us know by emailing [office@stgabrielsprimary.co.uk](mailto:office@stgabrielsprimary.co.uk) or, calling the school on 0207 186 0080.

If you have any other questions, please get in touch.



Please **circle YES or NO** beside each sentence below and return this form to school.

I give permission for the school to film or take photographs of my child. YES/NO

I give permission for photos or films of my child to be used on the school website. YES/NO

I give permission for photos of my child to be used in the school information booklet. YES/NO

I give permission for photos or films of my child to be used in internal displays and assemblies. YES/NO

I give permission for photos of my child to be used in school Newsletters. YES/NO

I give permission for photos of my child to be used in school advertising. YES/NO

I give permission for photos or films of my child to be used on the school social media accounts. YES/NO

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If you do not consent to the school taking or using photos or films of your child please tick the box below.

I do **NOT** give permission for the school to take or use photos of my child.

☐

Child's name: \_\_\_\_\_ Class: \_\_\_\_\_

Parent or carer's signature: \_\_\_\_\_ Date: \_\_\_\_\_