



Springvale Primary School

Policy Title: CCTV Usage and Photography

Date of Review: Spring 2025

Review by: Spring 2028

Signed by:

Chair of Governors

All policies available at www.springvaleprimary.org

CCTV USAGE AND PHOTOGRAPHY POLICY

Spring 2025



Introduction

This policy has been formally adopted by the governors of Springvale Primary School.

Aims and Principles

The policy is underpinned by the central aims of Springvale Primary and values held by the school community:

Aims of the school

- Springvale is committed to promoting high standards of academic achievement for all learners in all subjects.
- As a school we will continue to develop and instil key life skills and values in our pupils.
- We will encourage positive relationships and communications between home, our community and the wider world.

In particular, Springvale School has an inclusive approach to our provision. Our aim is always to involve all our children and stakeholders in all areas of the curriculum and school life. In accordance with our **Disability Equality Scheme** we recognise that this may mean making special adaptations or arrangements from time to time for children with specific disabilities. We welcome the involvement of disabled adults in all areas of school life.

Background Information

Springvale Primary School is a caring and open school, where parents, children, staff and the wider school community all know that their views and needs will be listened to, in both education and personal areas.

1. Rationale

This policy states the school's position on the photography and video recording of children in school. It aims to safeguard children and their families who may wish to photograph/record special events in school.

The policy is written to;

- Protect the rights of children and their parents/carers
- Outline the responsibility of parents who wish to photograph or record events in school
- Protect the rights of parents and children who may be photographed or videoed at school events by others

The school community will photograph and video children for its own assessment and display purposes when different activities take place throughout the year. Parents receive a general letter and information explaining this when their child enters school. Parents may refuse in writing to allow their child to be photographed or videoed. Children have a 'Media Release Consent' (see Appendix A) form that captures parental acceptance of this policy. If you would like an extra copy of this form (for reference or to change your preferences) please contact the school office. Parents may change their mind on their decision at any time but they must do so by completing and signing the form.

Videos and photographs may be used by teachers for learning displays, resources or lesson content. They may also be used on the school website www.springvaleprimary.org corridor displays or on the school's X feed @SpringvalePS.

2. Photographing events in school:

Parents may take photographs and video events in school where these are for their own family's use only. We urge parents to only share images on social media if it contains their child alone. This section of the policy is read out at school events where parents are present.

If, for any reason, a child's parents/carers ask that we do not allow any photography to take place at an event including their child, then the school may offer to photograph the child alone in order, for example, to show a special costume.

If you would not like your child to be involved in group or class photos, please let your child's teacher and the school office know as soon as possible.

3. CCTV in school

The school has 16 cameras at strategic locations throughout school with a live feed to the school office. The purpose of the CCTV is to:

- Improve site security
- Improve the safety and behaviour of pupils

- Allow us to review any incidents accurately and ensure that related policies (Health and Safety Policy or Behaviour Policy, for example) are applied consistently

4. Protocol for the Use of CCTV in School

- Footage is recorded in four-weekly periods.
- It is not automatically stored but any important footage (e.g showing a breakin at the school or a significant behaviour or safeguarding incident) will be stored until it has been appropriately relayed to the police, parents of pupils or the Governing Body.
- Cameras are not placed in areas that are used as toilets, changing rooms or classrooms.
- Live footage is only visible in the school office where a monitor shows all cameras in the school.
- Any recorded footage from the cameras can only be accessed through the school office.
- It can only be accessed by senior staff who have appropriate safeguarding checks and training.
- The school may use footage from the CCTV cameras to share with parents or pupils following an incident of concern.
- Where the footage includes other pupils, permission will be required from parents/carers in order to share the footage to the parents of the child involved. Where this permission is not secured, we will not show the footage but will relay what can be seen verbally to parents.
- Any additional copies of recordings made to share with parents would have to be logged with the dates and times of the incident clearly shown.

Appendix A



Media Release Consent

Dear Families

Photography/media publication permission and information sharing via pupils

As you may be aware we are using social media (e.g. X), our website and internal/external school displays to celebrate our pupils many achievements and to keep parents and carers up to date with what is going on in school. Springvale Primary School and Barnsley Metropolitan Borough Council (BMBC) require your permission before publishing material which may include images of your child. The photographs, or videos, selected could appear in school/council literature, in the local press and on the BMBC/school (or other appropriate) websites for publicity/promotional purposes.

I am writing to request your approval to release any material that might include your child during their time at Springvale. You may have previously received a letter regarding this subject but at that point we were asking you to return the slip only if you did not give your permission. **Due to new legislation under the Data Protection Act (DPA) and General Data Protection Regulations (GDPR) 2018 we now require you to return the slip below giving us your permission to make sure all parents and guardians have been contacted and their preferences noted.**

Please return this slip to your child's teacher, or to the school office as soon as possible. **Please note that we also, from time to time, need to send home information (like your child's annual report or attendance updates) via school bags. Again, please grant your permission below if you are happy for us to continue to send information home in this way.**

From now until they leave, we will not send this letter out annually as children move class so parents must let us know if their circumstances or preferences change as soon as possible, please.

Thank you for your co-operation in this matter.

Yours sincerely
Mrs R Fearn
Headteacher

**Permission for photography/media publication and information sharing via pupils by Springvale Primary School/
Barnsley Metropolitan Borough Council**

(Please delete as appropriate)

I give/don't give permission for images to be published

I give/don't give permission for information to be sent home via children

For any images/information relating to(Child's name)

Signature.....(Parent) Date.....