Manchester Grammar School
Photography Policy

Introduction
We recognise that parents and carers may wish to document their son's journey through MGS through photos and video. The photo of a son on trek, scoring the winning goal in a match or acting in his first play will often form treasured records of his time at the School. Likewise, staff may wish to take photographs of school activities.

We do not therefore seek to ban photography from the School site or prevent parents, boys and staff from taking photos or video at events or whilst on school trips. In fact, we shall endeavour to make some of the best images available to parents, pupils and the wider community online through our website and social media, so that we can celebrate the wonderful range of activities that are integral to life at MGS.

It is important, however, that everyone follows some simple guidance in relation to photographs and video that covers issues of data protection and safeguarding.

Data Protection
The Data Protection Act is unlikely to apply in many cases where photos or videos are taken in schools. If photos are taken for personal use they are not covered by the Act. Photos taken for official school use may be covered by the Act and the School will follow the guidance given by the Information Commissioner where this is the case. Some examples are:

Photographs taken for personal use: parents and carers and visitors taking photos at school events, and pupils or staff taking photographs at school events or on school trips which act as their own personal record, are deemed to be for personal use and therefore not covered by the Data Protection Act.

Photographs taken for official use by the School: identity photos taken by the School for use in its systems are stored electronically by the School and are therefore treated as personal data by the School under the Data Protection Act.

Photographs stored electronically by the School: photos taken as an official record of school events, and photos shared with the School by pupils, parents, visitors or staff, which record events either in school or out of school, and are then published by the School, whether in print or online, will be classed as personal data. Their use should not breach the Act as long as the pupils, parents and carers are aware of the context in which these images will be used.

Photographs or video taken for use by the media: photos or videos taken by or for newspapers or other media organisations will not breach the Act providing that those appearing in them are aware that they will be used for this purpose. The School will ensure that consent is sought in such cases before items are placed in the public domain.

Taking photographs for other visitors to the School
Other visitors (i.e. those who are not parents, carers or family members of a pupil at MGS) may not take photographs or videos of MGS pupils. Should they wish to have a photographic record of their visit, they should discuss this with the supervising member of staff. Any images must be captured by a member of MGS staff and will be shared with such visitors via the Director of Communications.

Date Policy Effective from: 3 September 2018
Manchester Grammar School
Photography Policy

If these photographs contain images of staff or pupils then the Director of Communications will not disclose them to a visitor without first obtaining the consent of the relevant parent(s) and staff, unless there are exceptional circumstances (e.g. if the photographs are required to assist with a police investigation).

Photography in the curriculum

There are many occasions when photos or video may be taken by pupils or staff for educational purposes in connection with curricular work. In all such circumstances the principles set out in this policy should be followed.

Safeguarding Issues

MGS takes its duties in relation to safeguarding very seriously. With this in mind we ask everyone to follow some common sense guidelines when taking photographs or video involving pupils:

- Parents and carers should ensure that any photos they place in the public domain (e.g. on social media) are only of their own son, or that they have obtained consent where photos include other pupils. Where images are in the public domain, they should not be accompanied by significant personal information which can assist a third party in identifying a child. Parents or carers should avoid commenting on the activities of children other than their own.

- Where staff are documenting a trip or event, images should in general represent a broad range of pupils rather than individuals.

- Photographs should not be taken of pupils who are not appropriately dressed.

- It is never permissible for images to be recorded in changing rooms, showers or toilets.

- No one should be photographed at a time when they do not expect it.

The vast majority of images taken are appropriate and taken in good faith. However, anyone who has a concern relating to the recording or use of any images should speak to a member of staff. Our Pastoral Deputy Head is always happy to discuss any safeguarding concerns and can be contacted by email a.n.smith@mgs.org or by telephoning the School.

Date Policy Effective from: 3 September 2018