**Holy Trinity C of E Primary School**

**Photography Policy**

**Date of review: October 2025**

**Date of next review: October 2026**

**Our School Vision**

*‘Love your neighbour as yourself.’*

*Matthew 22:36-40 “Teacher, which is the greatest commandment in the Law?” Jesus replied: “Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: Love your neighbour as yourself.”*

At Holy Trinity, positive, caring relationships are the foundation of our school community, woven through everything we do. In our school, everyone is valued and learns to value one another. Children, staff, and families are recognised and celebrated as unique individuals — each one loved, supported, and respected for who they are. Jesus’ teaching supports us to see the value in others, to be compassionate and to create an environment where everyone can flourish and achieve their full potential.

We recognise that our school community is part of a larger, diverse world, and we are committed to fostering an environment that is welcoming, inclusive, and accepting of all. At Holy Trinity, we nurture curious and motivated learners who take joy in discovery as they explore the world around them. We encourage our pupils develop into *responsible* global neighbours who *respect*, appreciate, and embrace the differences that make each of us unique.

We support our Holy Trinity family to flourish by nurturing their spiritual journey through:

**Looking in** with self-reflection,to love and value themselves as a unique child of God with self-respect and honesty.

**Looking out** with compassion and service to seek justice, peace, and care for all people and the planet we share.

**Looking up** with wonder and gratitude. We consider being a part of something greater than ourselves by taking time to pray, reflect, and be still.

**Our school values:**

***Respect* – The Parable of the Good Samaritan**

**Luke 10:25-37 teaches that compassion, and neighbourly love should be extended to everyone, irrespective of background or perceived differences.**

***Community* – The Parable of the Lost Sheep**

**Matthew 18: 10–14 teaches us the importance of community and belonging. God, like the shepherd, desires for all to be part of the flock, experiencing the joy of being connected and cared for.**

***Responsibility* – The Parable of Jesus feeding the 5000**

**John 6.1-13 teaches us that Jesus notices and cares about the everyday needs of all people.**

By fostering an inclusive community and working in partnership with Durham and Newcastle Diocesan Learning Trust and the Church of England, we are empowering our children to live full lives, reaching their potential and helping others to do the same. Through our spiritual development and our commitment to these Christian values, we encourage children to not only see the world through a broader lens but also actively contribute to making it a more inclusive and compassionate place. Our school is a place where *respect*, *community*, and *responsibility* guide our actions and help us live out the teaching to *love our neighbour as ourselves.*

Durham and Newcastle Diocesan Learning Trust’s vision**: "Every child matters**

**and no child is ever left behind..."**

The Church of England vision: **"Live life to its fullness."**

**Introduction**

Holy Trinity Church of England Primary School believes that the responsible use of children’s images can make a valuable contribution to the life and morale of the school. The use of photographs in school publicity materials can increase pupil motivation and help parents and the local community identify and celebrate the school’s achievements.

We only use images that the Head Teacher and Governing Body consider suitable and which appropriately represent the range of activities the school provides and the values it adheres to. No images will be used which could be considered to put any child at increased risk.

Through this policy we aim to respect young people and parents’ rights of privacy and minimise the risks to which young people can be exposed through the misuse of images. The policy takes account of both data protection and child protection issues.

**Data Protection**

Photographs and video images of pupils and staff are classed as personal data under the terms of the Data Protection Act 1998. We will not use images of identifiable individuals for school publicity purposes without the consent of either the individual themselves or, in the case of pupils, their parent, guardian or carer.

In seeking consent we will ensure that parents are clear why we are using a child’s image, what we are using it for, and who might want to look at the pictures.

**Child Protection**

We will only use images of children in suitable dress. The Head Teacher and Governing Body will decide if images of some activities – such as sports or arts – are suitable without presenting risk of potential misuse.

Any evidence of the use of inappropriate images, or the misuse of images, will be reported to the school’s child protection designated teacher, the LA, Social Services and/or the police as appropriate.

Individual pupils will not be named in conjunction with their image and we will never use an image of a child who is subject to a court order.

**Website**

We will adopt the same principles as outlined above when publishing images on the Internet as we would for any other kind of publication or publicity material. However, the school recognises that there is no control over who may view images, and consequently a greater risk of misuse of images, via the Internet. We will therefore give specific consideration to the suitability of images for use on the school’s website.

**CCTV**

CCTV can be used to take images without people’s knowledge. The school’s policy is to signpost areas in which CCTV is being used so that people know the CCTV is there before they enter that area.

CCTV is used to monitor, the main entrance to the building. There is no CCTV in the learning and teaching areas of the school or the hall. The sole purpose of the CCTV is security of the building and to monitor visitors to and from the site each day.

External photographers and events If the school invites or permits an external photographer to take photographs within school, we will:

 • Provide a clear brief for the photographer about what is considered appropriate in terms of content and behaviour

• Issue the photographer with identification which must be worn at all times

 • Not allow unsupervised access to children or one-to-one photo sessions at events.

 • The same conditions will apply to filming or video recording of events.

 • Photographs taken by journalists are exempt from the Data Protection Act as newspapers are subject to strict guidelines governing the press.

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