



Use of Photographs and Videos Policy 2025/26

Effective Date: 1st September 2025

Last Reviewed: June 2025

Reviewed By: The Open Door Academy Team

Next Review Date: July 2026

Version: 1

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Introduction

The Open Door Academy takes all necessary steps to keep Pupils safe from harm, including the use of their image without prior permission from a parent/carers.

All staff will be familiarised with the provisions contained within this policy and will be expected to act in accordance with them at all times.

This policy aims to minimise the risk of inappropriate use of photos and videos of Pupils.

Photography and Filming

- Pupils have their photographs taken to provide evidence of their achievements for developmental records throughout their time at The Open Door Academy.
- Consent is obtained from parents to allow The Open Door Academy to photograph or video pupils
- Parents retain the right to withdraw consent at any stage, but they need to do so in writing.
- Should parents not give permission for their pupils' photos to be published The Open Door Academy will respect this decision and ensure they do not place such photos on the website, social media sites or any other publication
- To ensure the identity of pupils is protected, images and details of pupils are not published together.
- We are careful to ensure that we use images of pupils in suitable dress.
- Staff, visitors, volunteers and students are not permitted to use their own mobile phones to take or record any images of pupils for their own records during session times
- On occasions, The Open Door Academy may use images as part of an advertisement or press release. We ensure that photos are not published without prior consent from parents.
- The storage of photographs - photographs of pupils are maintained for authorised education setting use only and disposed of either by return to the child, parents, or shredding as appropriate.
- No images should be removed from academy computers and taken home.
- If permission is withdrawn for a photograph it is edited from the storage immediately.

Mobile Phones / Camera Phones –

Staff must not use mobile phones whilst they are working with the Pupils.

- Photographs may be displayed on walls of The Open Door Academy.
- Photographs are printed out at The Open Door Academy and kept in Pupils' folders for Pupils and parent/carers to look through and to evidence learning and development.

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Parents

- Parents are not to post any video clips or photographs taken at The Open Door Academy during visits on any social media sites if the images have any child other than their own included.
- Recording and/or photographing other than for private use would require the consent of the other parents whose Pupils may be captured on film