Date of last review: 10/11/2026

PHOTOGRAPHY AND FILMING POLICY

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1. Introduction

Kingdom Christian School is committed to keeping children safe whilst in our care. Photos and videos celebrate achievement and are a great way to capture learning and experiences in the life of school, as well as showcasing our learning environment to a wider audience online; but this must be done responsibly and with respect for the privacy and safety of our pupils.

This policy outlines how Kingdom Christian School will put guidance and safeguards in place for the appropriate use of photography and filming of our pupils, and our expectations for all pupils, staff, volunteers, parents and carers.

2. Our Procedures

As part of our photography and filming policy we will take, store and process images and videos in accordance with the UK General Data Protection Regulations (UK GDPR) and the Data Protection Act 2018.

What we will do

- Promote and prioritise the safe use and storage of images and videos
- Value, listen to and respect all children, parents, carers, staff and volunteers
- Ensure robust photography and filming procedures are in place

- Adopt safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- Gain written consent from parents/carers before taking or sharing any photos or videos – this consent can be withdrawn at any time
- Make sure images and videos are used in accordance with the consent provided
- Outline the use and storage of any images and videos taken when consent is requested
- Put measures in place if a child, parent or carer does not wish to give consent to be photographed or filmed
- Use images and videos for the purpose of training, promoting and celebrating our school
- Store images securely and limit access to authorised individuals only
- Allow authorised staff who have received appropriate training to take photos and videos on authorised devices
- Monitor and manage the use of images to prevent misuse
- Encourage pupils and parents/carers to report any concerns about inappropriate use of images or videos to a member of staff of DSL, in line with our safeguarding procedures
- Act immediately to address any reported concerns or worries
- Provide training to staff and volunteers on the policy and its importance
- Only use external agencies who abide by our organisations photography and filming policies
- Adhere to our Online Safety Policy when sharing any images or videos online

What we won't do

As part of our photography and filming policy we will not:

- Take, use or share photos or videos that could be considered inappropriate or abusive
- Include full names and addresses alongside images of children
- Use images or videos that could make a child easily identifiable

If consent to take photographs/film is not given, we will respect this wish. We will agree in advance how they would like to be identified so the photographer knows not to take photographs/film them and we will ensure this is done in a way that does not single out the pupil or make them feel isolated. We will never exclude a child from an activity/event because we do not have consent to take their photograph/film them.

3. Photograpahy/Filming for Personal Use

When parents/carers take photographs or film at school events and the images are for personal use, we will announce details of this policy before the start of the event. This includes:

- Asking for photos/filming taken during the event not to be shared on social media
- Reminding pupils and parents/carers who they can talk to if they have any concerns about images being shared.

4. Related Policies

This policy should be read alongside the following policies:

Safeguarding and Child Protection Policy

Staff Code of Conduct

Online Safety Policy

5. Review

This policy will be reviewed every 3 years, or in the following circumstances:

- Changes in legislation or government guidance
- As a result of any significant change, event or case review.

Version control table

Version	Date	Changes	Approval
1	2026	New KCS Policy.	SO

Appendix A – Contact Details

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