Checklist: Taking and publishing photos and videos at school

Are we doing this in our school?

	Yes	Partly	No
Infrastructure			
1. One staff member is responsible for checking that personal data is not published next to pupils' photos on the school website.	☒	☐	☐
Policy			
2. There is a clear photograph and image policy with concrete guidelines. All teachers, parents, pupils and the wider school community are informed and regularly reminded about the policy.	☒	☐	☐
Practice			
3. The school maintains a database where the policy and supporting documents (photo and video permission forms) can easily be found.	☒	☐	☐
4. All teachers know where to receive guidance in case of doubt.	☒	☐	☐
5. The whole school community, including pupils, have received training concerning photos and use of social media.	☒	☐	☐
6. A reminder with guidelines is sent around before special events at school.	☒	☐	☐