



PHOTOGRAPHIC IMAGES OF PUPILS

**QUEEN BOUDICA
COMMUNITY PRIMARY SCHOOL**

Introduction

There are many occasions on which it is a good thing to make use of photographs that include children. This is to be encouraged. However, at Queen Boudica Primary school, we will do all we can to ensure that images are used properly, and that, as in all matters, risks are minimised, and our children kept safe and secure, whether at school or elsewhere. The aim of this policy is to establish the right balance between the proper use of technology and the safety of our children at all times. This policy also relates closely to and follows any guidance in the Child Protection Policy with safeguarding children as fundamental to its formulation and school practice.

Data Protection

Under the terms of the Data Protection Act 1998, all photographs and video images of children and staff alike are classified as personal data. This means that no image can be used for display or for school publicity etc. unless consent is given by or on behalf of the individual concerned.

Parental Permission

All parents and carers are asked to sign a consent form allowing their child to be photographed or videoed while taking part in school activities, and for the image to be used within the school. This form will be given to the parents or carers of all children when they join the school. This 'rolling' consent will allow the school to take pictures of pupils engaged in educational activities such as sports events, drama productions, field trips etc. It also allows us to use these pictures internally. Where parents or carers do not give their consent, then the children concerned will not be photographed or videoed.

All pictures or videos taken will be appropriate, and will show children properly clothed for the activity they are engaged in. The school will do all it can to ensure that due sensitivity is shown in the choice and composition of these images.

School Performances

Parents/Carers will be informed prior to school performances whether photography is permissible during the performance or afterwards. This permission will be dependent on the individual children taking part. Where permission has been given, we will observe the way in which photographs are being taken during the performances and will withdraw the right of anyone to bring a photographic device of any sort if they are felt to be making inappropriate images.

The Internet

Only appropriate images will be used on the school website and children will not be identified by their name or address on the school website. Where other filming or photographs are requested eg. by another organization working with our children we will only give permission provided we are happy with the conditions they offer and we have parental consent.

Mobile Phones

We allow children to bring mobile phones into school but they are not accessible during school hours. Children must hand in their mobile phones to the school office at the start of the school day and collect them at the end. Adults (staff and parents/carers) may bring in mobile phones but must not use them to take pictures of children or any other images eg.

of children's work. This includes parent/carer helpers not being allowed to photograph children on educational visits.

Use of Digital Cameras & iPads

There are many ways in which the use of digital images is valuable for children's learning. For example, they may be used in art work or geography or science fieldwork or during any lesson. Images will be made only as appropriate for school-related activities. Children will be taught how to take pictures, but we will discourage them from taking pictures of each other, and they will be supervised by an adult when they have access to a digital camera. All photographs are only taken on a school device ie. camera or iPad and are stored in school and on a school-owned memory stick. File names are anonymous (usually related to the date that the photographs have been taken) and are only used for school purposes eg. printed for learning journeys, children's work, displays or parent events.

Media Publications

Sometimes, local or national media visit the school to follow up a news story. This is often to do with a notable achievement by a child or a group of children from the school. For example, the netball team may have won a competition or the school may have raised money for a charity whose representative wants to receive the donation in person. In this situation, where children's images might be made public, the school will inform parents and carers of the event in advance, and allow them to withdraw their child from the event if they so wish. Newspapers normally ask for the names of the children to go alongside the photographs. If parents or carers do not wish this to happen, then the school will not allow the individual to be photographed or filmed by the media concerned.

Monitoring & Review

The Governing Body, in consultation with parents, is involved in developing this policy, which reflects, the parents' wishes and the community they serve. The Curriculum and Pupil Related Matters Committee of the Governing Body monitors this policy in line with the school's policy schedule. This committee reports its findings and recommendations to the full Governing Body, as necessary.