

PHOTOGRAPHIC IMAGES OF PUPILS

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PHOTOGRAPHIC IMAGES OF PUPILS

QUEEN BOUDICA COMMUNITY PRIMARY SCHOOL

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REVIWED & APPROVED BY

Curriculum & Pupil Related Matters Committee
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ISSUE AND REVISION RECORD

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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

While we recognise and will try to accommodate the wishes of family members to take photographs or video of their own children or grandchildren during school events, including concerts, productions and other performance events, sports days, etc., we also recognise that the taking of photographs, video and the increasing use of mobile phones to record images can prove very distracting to both the performers and others in the audience, especially when done insensitively. It is also the responsibility of the school to ensure that we are compliant with safeguarding requirements at all times and do not put at risk the safety of any vulnerable children. In addition, such events can involve all children throughout school or at the very least all the children from a particular key stage, and sometimes may even include children from other schools, such that complying with the wishes of those parents who do not wish their child to be photographed is a complex and sensitive matter.

However, if family members do wish to take photographs or video with their own cameras during a performance, or indeed during any other school event, the school will normally permit this, providing that the following ground rules are adhered to in order to respect others and ensure safeguarding is not compromised:

In the case of concerts, productions and other performance events:

- As an invited guest of the school ensure that you follow their requests as to when and where you can safely take photographs, and only of your own child. This will usually be at the end of an event and only in a particular area.
- Ensure that any and all images taken at school events are exclusively for personal use and are not uploaded to the internet, posted on social networking sites or openly shared in other ways.
- Refrain from taking further photographs and/or video if and when requested to do so by staff.

To avoid any disappointment and confusion, all parents will be notified of the requirement to observe the constraints on the use of photography and digital images in advance of any school performances, productions or other similar events.

As noted above, it may be necessary for the school to request that no photography or filming take place at a school event (for example, to account for specific safeguarding needs). In such circumstances, this restriction will, as far as possible, be made clear to all those attending before the event begins. Anyone who continues to take photographs, video or other images after being informed of such a restriction will be asked by a member of staff to stop and to delete any material they have recorded.

Please note that the use of personal cameras, mobile phone cameras or other recording equipment is prohibited on school premises at all other times.

Children may then only be photographed by members of staff and using school equipment, and only if the parents or legal guardians of a child have not withheld consent.

Please speak to the Headteacher if you are unsure about the appropriate use of photographic or recording equipment and/or subsequent use and sharing of 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.