



Images of children Policy

At Redmile Church of England Primary School, we take very seriously our responsibility to protect and safeguard the welfare of the children and young people entrusted to our care. For this reason, we will use the guidance in the **Leicestershire Code of Practice No. 22 on Images of Young People** (attached), and have summarised below a number of our key intentions.

We will:

- obtain written permission(see Appendix A)) from teachers and other adult staff, helpers and volunteers to use their photos when they start work at Redmile School and will remain on file until they leave; if their preferences change, a new form will be completed
- obtain written permission from those with parental responsibility to use images of their child or young person (see Appendix B) when they begin attending Redmile School and will remain on file until they leave; if their preferences change, a new form will be completed
- obtain written permission from those with parental responsibility if they have specifically requested their child to **be photographed** and named for a specific reason; this will be requested by letter as the need arises
- due to the risks involved, we have agreed that the use of camera phones at Redmile School will be prohibited
- under the Data Protection Act, we will ensure that parents or individuals have access, upon request, to stored images of their children or themselves
- inform parents of any copy right restrictions regarding school performances, etc
- will not permit any photography or filming in pupils' changing areas, toilets or at the swimming baths, and will at all times ensure pupils are wearing appropriate clothing in order to reduce the risk of misuse of any images produced
- the Head Teacher, after consulting with governors, will make a professional judgement on the photographing or filming of pupils participating in certain activities which might present the possibility of greater risk (e.g. gymnastics, athletics, sports day) and will make the decision known to parents in advance of the event taking place wherever possible
- ensure images taken at school are stored safely and only those people with authorisation from the class teacher or Head teacher will have access to them, e.g. a pupil wanting to incorporate an image in to their project work

We will endeavour to:

- take reasonable steps to ensure that any photographs taken are reputable and ensure that parents are aware the photo sessions are taking place so they can withdraw their children if they wish to do so
- provide reasonable supervision during any photo sessions
- avoid naming a child in the text or photograph caption if appearing in a school prospectus, for example

- we will communicate to parents in writing well in advance of any event or performance about the decision on whether or not photography, filming or video equipment will be allowed
- remind parents that any images of pupils, staff or the school taken at school or at a school event, must not be made available in the public domain, e.g. on social networking sites and must only be used for their own personal use

Use of Photographs

Photographs are used extensively throughout our school for a variety of purposes. Generally staff take photographs of the children throughout the year to capture a particular example of learning or something that a child has achieved. Other examples of the ways in which we use photographs include:

Photographs	Purpose
Displays of children's work	A record of ideas and topic references for use in learning; promote self esteem
Examples of children actively engaged in learning, e.g. role play, group work	As a part of an individual child's profile given to parents at the end; a learning log for children to write about
Classroom areas	To show the range of activities there for visitors and parents; aid SEN/visual learners
Class albums	For children to look at and talk about; to share with the wider community
School prospectus/website	To promote the work of the school to parents and visitors
Special events, trips and festivals	As a record of the school year and for children and parents to look at and discuss
Children's own photographs	To gain experience in using technology; to aid writing or numeracy work, etc.

Camcorders or similar recording devices are also used in school for many of the above purposes. In particular we may use them for observations of Child Initiated Activities or to further our understanding of the children's learning for assessment and planning purposes or purely as a record of the excellence and enjoyment at our school.

APPENDIX 1

Redmile Church of England Primary School

Using Images of Staff or other adults working in school

From time to time, our school may be visited by the media who will take photos or film footage, for example of a visiting dignitary or other high profile event. Staff may feature in these images which may appear in local or national newspapers, or on televised news programmes.

Occasionally, we may take photographs of staff at our school as well. We may use these images, for example, in our schools prospectus or in other printed publications that we produce as well as on our website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of you. Please answer questions 1 to 4 below, then sign and date the form where shown.

Please return the completed form to the school as soon as possible.

Please circle your answer:

- 1. May we use your photograph in the school prospectus and other printed publications that we produce for promotional purposes? YES/NO**
- 2. May we use your image on our website? YES/NO**
- 3. May we record your image on video or webcam? YES/NO**
- 4. Are you happy for your image to appear in the media? YES/NO**
- 5. Accompanied by your name? YES/NO**

Please note that websites can be viewed through out the world and not just in the United Kingdom where UK law applies.

Please also note that the conditions for use of photographs are on the back of this form.

Using Images of Staff or other adults working in school

I have read and understood the conditions of use on the back of this form.

Signature: _____

Name (in block capitals): _____

Role in school: _____ Date: _____



APPENDIX 2

... September

Dear Parents,

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of you. Please will you complete the following permission slip which covers all photography/videoing of children engaged in learning activities at school, on trips, in church, etc., while your child is a pupil at Redmile Church of England Primary School.

All photographs are used for educational purposes only and **no** photographs would be taken at the swimming baths or in the changing rooms.

Yours sincerely,

Mrs J V Hopkins

Head Teacher

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PERMISSION FOR PHOTOGRAPHY/VIDEOING OF PUPILS

Name of pupil.....

1. I give permission for *Redmile Church of England Primary School* to use any photograph of my child to be used:

- on the school web-site
- in the local press
- in school news items
- in the school prospectus

2. I give permission for *Redmile Church of England Primary School* to film my child in school activities, for example on school trips, role play activities.

Signed..... Dated.....

I do not give permission for the school to photograph or film my child.

Signed..... Dated.....