

Princefield First School Policy on Photographic/Video Images of Children

The Governors and staff at Princefield First School have produced this policy document to demonstrate our protective ethos on the safe use of cameras and videos in taking photographic and video images of children at school events. The provision of the Data Protection Act requires that all parents sign a consent form allowing photographic images to be used of children by the school. There are times, for a variety of reasons, when that consent is not given. In those cases the school ensures that it does not take images on any occasion. Any photographs and videos taken by parents at school events should, as far as possible, be of their own children and should be for their own personal use. Images must not be passed on to any third party or used in external media (e.g. internet, Facebook). Parents will be asked at the start of their child's education at Princefield to sign an agreement to this effect. If at any point during their time at Princefield a parent wishes to change this agreement it is their responsibility to inform the school office. (appendix attached)

Photographs/Images for Official School Use

General in- school use

Photographs showing children taking part in their day to day activities are an important way of showing parents and visitors the life of the school, as well as providing evidence of tasks and new skills learnt. Such photographs are part of displays or may be used in workbooks or record keeping systems. Such images should always be appropriate with children fully clothed in either their uniform or full P.E kit. (Not swimwear)

Parents in the EYFS are asked to sign an additional consent form regarding use of photographs for their child's Learning Journeys. This seeks permission for both individual and small group pictures where a child maybe working on a task collaboratively or be in the background.

School Marketing & Publicity

Although the school is careful in deciding the appropriate images of children allowed into the public domain, prior to any publication

- parents are asked at the start of their child's education at Princefield to complete a standard consent form.
- where we have no record of receiving such a form, parental consent is obtained each time the school considers using their child's image.

Please see the attached form Appendix

Photographs/Images for the Media

Press coverage is often welcomed by the school however there is still a need to protect pupils. Prior to any visit

- parents are asked at the start of their child's education at Princefield to complete a standard consent form

- where we have no record of receiving such a form, parental consent is obtained each time the school considers using their child's image. The school will inform parents if press coverage is intended. Where the press arrive without prior notice the parent consent forms will be used to determine who may be photographed.

Use of mobile phones with cameras

Staff, visitors and parents are not allowed to use their mobile phones to take pictures anywhere in school where children are present. Exceptions to this are during whole school performances or events where parents may take photographs but only for their own personal use. This is clearly articulated by the Headteacher at the beginning of any such events. (See above)

Staff use of Cameras

Staff should not use their own cameras in school (including those on mobile phones). Only school cameras may be used for taking pictures of children both within school and on trips. Parents accompanying trips are also not allowed to use their own cameras or mobile devices to take pictures.

NOTE: wherever photographs are mentioned in this document, this should read to include still, video and electronic images.

Reviewed: September 2014

To be reviewed every 2 years. Next review Sept 2016