



THORNFORD (VA) CE PRIMARY SCHOOL
THE USE OF PHOTOGRAPHIC IMAGES OF CHILDREN POLICY

Written by: Mr Ian Bartle (Headteacher & DSP – Designated Senior Person for Safeguarding) & Tracy Neal (Parent Governor)

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Introduction

We live in an age in which technology has vastly increased the use, and potential misuse, of photography and consequently, safety issues surrounding the use of such photographic images by School needs to be carefully considered. This policy, based on County Council guidance, sets out what we believe is to be acceptable and safe to everyone involved.

This guidance note explains the implications of the Data Protection Act 1998 on the use of photographic images captured by cameras, camera phones or video cameras.

Identifiable images of people may be classed as personal information and if used for anything other than purely personal use, may be covered by the provisions of the Data Protection Act 1998. Non compliance could expose the school to prosecution or a claim for compensation.

Principles

There are occasions when, as a school, we wish to take photographic images of children celebrating the achievement of pupils and the school, as part of the curriculum and in extra school activities. We believe this enhances self esteem for children, and their families, and so is welcomed.

Including the work and images of pupils on the school web site can be highly motivating for the children involved, and provides a good opportunity to promote the work of the school. A web site is a permanent open day where parents and prospective pupils can view children's work and celebrate the pupils' and school's achievements

However, we do recognise that individuals have the right to respect for private and family life and that there will be families who do not wish their whereabouts to be made public. We are also mindful of confidentiality issues especially in relation to children living in care or with adoptive families, and in situations involving Child Protection (Safeguarding) and Domestic Abuse.

Where it is appropriate to use images of children, we therefore comply with the following statements:

- We will always obtain active consent of pupils and parents.
- We will be able to justify the production of such images.
- We will specify how the material will be used.

- We will ensure that the surnames of children are not printed with photographs which could identify individuals.
- We will plan in advance visits by newspaper employees to the school and ensure that a senior member of staff is aware that images are being taken and for what purpose.
- We will avoid making images in one to one situations.
- We will ensure that all images are available for scrutiny in order to screen for acceptability.
- We will make arrangements for storage and disposal of all materials including any unused images.
- We will make parents and relatives of pupils aware that any photographs or video film they take at school events are likely to contain images of children who may not have given their permission to be filmed or photographed and that such images should not be circulated more widely than the family.

Consent Forms

At Thornford Church School we send out parental consent forms asking for permission to use photographic images of children at the start of each year, at the same time as checking all home and emergency contact details. We also ask parent's permission to publish children's work and pupil's photographs on the school Web site.

This information is shared with class teachers and referred to by them as situations arise.

Please see attached letter to parents and consent form.

Monitoring and Review

The Headteacher and Senior Management Team are responsible for monitoring The Use of Photographic Images of Children Policy. The policy will be reviewed at least every three years in consultation with governors.