

## **Conway Primary School – Video and Photographic Policy**

### **1 Introduction**

1.1 There are many occasions on which it is a good thing to make use of photographs that include children. This is perfectly proper and is to be encouraged. However, our school will do all it 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.

1.2 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.

1.3 The use of video cameras by parents is not permissible at any time.

### **2 Parental permission**

2.1 All parents and carers will be 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 guardians of all children when they join the school and in each successive year thereafter. 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., and to use these pictures internally. Where parents or carers do not give their consent, then the children concerned will not be photographed or videoed.

2.2 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.

### **3 School performances**

3.1 Parents 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.

3.2 When permission has been given, the school will observe the way in which photographs are being taken during the performances and will withdraw the right of anyone to bring a camera of any sort if they are felt to be making inappropriate images. For example, photography is forbidden in changing rooms or backstage during school productions.

### **4 The Internet**

4.1 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.

### **5 Mobile phones**

5.1 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 may bring in mobile phones but must not use them to take pictures of children.

### **6 Use of digital cameras**

6.1 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.

6.2 Images will be made only as appropriate for school-related activities.

6.3 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.

6.4 As soon as images have been used for their intended purpose (e.g. illustrating a good football pass), they will be deleted. The school will not store digital images any longer than for their immediate use.

### **7 Media publications**

7.1 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 regional 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.

**8 Review**

This policy will be reviewed biennially and at any other time as may be necessary.

Date Description September 2015