



# St Mary’s R.C. Primary School



## Photographic and Video Images Policy

February 2016



## 1. Introduction

There are many occasions on which it is a good thing to make use of photographs and video images that include children. This is perfectly proper and 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.

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 public displays or for school publicity etc., unless consent is given by or on behalf of the individual concerned.

## 2. Parental permission

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 will describe where they are able to be used within the school. This form will be given to the parents or guardians of all children joining the school in each successive year. 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 have pictures taken of them.

All pictures 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

We will allow video and photographic recordings of all school performances, as long as the parents or guardians of the children involved have given their consent.

The school will observe the way in which video recordings are made, and photographs taken, during 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.

## The Internet

Only appropriate images will be used on the school Internet site, and children will not be identified by their name or address on the school website.

## 5. Mobile phones

We do not allow children to bring mobile phones into school. Adults may bring mobile phones, but must not use them to take pictures of children.



## 6. Use of digital cameras

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

Children will be taught how to take pictures, and they will be supervised by an adult when they have access to a digital camera.

## 7. Media publications

Photos of children will only be allowed in these publications with written consent from the parents. If there is no consent then the children will not have their picture taken.

## 8. Monitoring

Any incidents of concern relating to this policy will be referred to the Chair of Governors or by the headteacher.

<b>Headteacher:</b>	<i>Tim Baxter</i>	<b>Date:</b>	29/2/16
<b>Chair of Governing Body:</b>	<i>Tim Pritchard</i>	<b>Date:</b>	29/2/16