



**Rationale:**

We believe that parents should be able to record memorable moments within their children's lives, in photographs or video, where appropriate. In deciding whether or not it is appropriate to allow the use of photography and / or video it is important to consider the protection of children in our care and to take all precautions to ensure their safety.

*All use of photographic, recording and IT equipment is governed by the school's ICT Acceptable Use Policy.*

**Opportunities for photography/ videoing:**

There are many times in the school year when photography is used, including:

Daily activities in school

Performances and events (Christmas, sports day)

'Theme days' (E.g. visiting artists, Values Days, World Book Day)

Educational Visits

Special celebrations and parties (opening ceremonies etc)

Professional/ Individual school photographs

For school publications

To display within the school

Press releases

For the school website

**The use of images:**

Images may be taken and used personally by parents

Images may be used as a record of children's progress

Images may be taken and used in display around the school

Images may be shared with others in the school community

Images may be available to a wider audience

*This policy intends to clarify arrangements for the use of images and consent required for each of these circumstances.*

### **The Use of Images within School:**

Parents are asked to sign consent forms allowing their child to be in photographs/ video authorised by the school. The school office keeps a record of those children who do not have this consent and inform appropriate staff. Staff are expected to check this information before any children are included in photographs that will be seen outside of the school. This permission includes professionally taken class group photographs that may be purchased by parents; photographs that may be uploaded onto the school's secure VLE and accessed by other parents; photographs taken by the Sports Partnership and their sporting events.

### **Parents' use of images:**

When parents attend events and performances within school, they may take photographs of their own children for their own use. Photographs taken at school events and include other children must not be uploaded onto the internet or onto social networking sites, including Facebook.

Photography will not be permitted in areas where children are changing into costumes/ PE kits etc.

*The school retains the right not to allow photographs or video to be taken if it would place a child at risk of harm.*

### **Sharing Images within the Local Community:**

This includes images used within school publications such as newsletters, to share information/ celebrations with parents within the school. Parental permission will be given through the consent form completed on admission, for the use of images in these circumstances. Personal information such as full names will not be included unless permission has been sought separately for this. Children's Christian names may be used.

### **Sharing images with a Wider Audience:**

Images used on the school website or in the prospectus will not enable children to be easily identified and will only be used where it is of benefit to the school e.g. to demonstrate an aspect of the school which is most effectively displayed with children in the picture e.g. publicising success such as an award received by the school, important visitors to the school etc. Parental permission will always be sought individually for these pictures to be used outside of the school or its Sports partnership.

### **Parental Consent:**

Parents of children attending the school will be asked to complete a consent form on admission. This consent will be valid for the duration of the time the child attends the school. Once consent is received, the school will use images as permitted by the policy. No further consent will be sought except where detailed in the policy for the sharing of images beyond the school setting.

*Parents may change their consent at any time by completing a new consent form accordingly.*

**Responsibilities:**

The governing Body is responsible for the review of Local Authority Guidance and advice to ensure that this policy remains appropriate. The Headteacher is responsible for ensuring that images are used as set out in this policy, with appropriate consent from parents. Parents are responsible for informing the school if the inclusion of their child in photographs may place them at risk. Parents are responsible for ensuring that images are used responsibly and not uploaded to the internet or to social networking sites or published without the school's permission.

*N.B. The school does not accept liability for parents who do not adhere to the school's requests or to this policy.*

**Monitoring:**

Staff and governors will review this policy every 3 years, taking into account advice and guidelines provided by the local or national government. The Headteacher will monitor the implementation of the policy and will ensure that all staff are aware of its contents. Procedures set out within this policy will be maintained until the policy is reviewed. Any changes made to this policy will be communicated to parents as necessary.

<b>Name</b>	<b>Position</b>	<b>Policy Agreed</b>	<b>Review Date</b>
Mark Liddiard	Chair of Governors	01/14	02/16
Tracey Callender	Headteacher		