The CofE Federated Schools of St Mary's and St Saviour's

Ratified: Summer 2018 Next Review: Summer 2019

Photographic Images Policy

Introduction

This policy deals with the appropriate use of images of children at school. It covers still, video and electronic photographic images, wherever they are used. The word "images" is used to cover all of these. The word "school" refers to both St Mary's and St Saviour's. The word "Head" refers to Executive Head Teacher, Headteacher and Associate Head.

- The intention of the school is to protect pupils and comply with the law while ensuring children, parents, staff and pupils are able to take and use images for learning and pleasure.
- It is essential that all photographs are stored appropriately to safeguard the children in our care.
- If the school needs to take photographs for its own official business, the school will ask permission to take these pictures and explain its purpose in doing so.
- The school will not take or use images of pupils without the specific written consent of a parent.
- All new children will be given a copy of the policy and a consent form.

Who Takes images and Why?

Images of pupils may be taken and used by staff and pupils at the school for many purposes, such as:

- Concerts & other performances.
- School Outings and Visits.
- Sports Days & fixtures.
- Displays in school of children's work.
- Publications, such as school prospectus.
- The school website.
- For staff training & professional development activities.

Parents may take photos or video footage of school concerts or performances.

However, we would ask that they remain sensitive to issues that surround the taking and use of images, especially those concerns that involve child protection and do not post images of other children on social media.

Where consent is given

- The name of the child will not be used alongside the image.
- The school will:
  - Not use the image out of context.
  - Not use the image to illustrate sensitive or negative issues.
  - Comply with GDPR.
  - Not use any personal details of a child / children in the images.
  - Not provide images to the media without parental consent.
  - Encourage children to tell us if they are worried about any photographs that are taken of them.
- Images used will be of children appropriately dressed.

The Media

On occasion, images may be taken, used by, or provided to the media including newspapers & television. Newspapers usually prefer to use full names. Thsi will only happen with the explicit consent of the parent.

Where consent is not given

When consent is not given, the Head will ensure all staff are informed.
The school will maintain an up to date list.
The child /children concerned will not be included in any still, video or electronic photographic images individually or as part of a group.

Letter to Parents.

Parents will be informed in writing that they can withdraw their consent at any time.

They can also object in writing to the use of an existing image of their child. This image will not be then used any further.