



WRAGBY PRIMARY SCHOOL

SAFE USE OF PHOTOGRAPHS POLICY

Wragby Primary School

Policy for the safe use of photographs

This policy has been written in accordance with the recommendations made in Lincolnshire County Council's draft policy.

At Wragby Primary School photos and video footage may be taken for any of the following purposes, within the parameters set out within this policy.

Child Protection

There may be a risk when individual pupils can be identified in photographs. Providing the name and photograph of a pupil in a publication or on a website allows the possibility of people outside the school identifying and then contacting pupils directly. In the event of the inappropriate use of children's photographs the Headteacher will inform the local Child Protection Officer and Social Services and / or the Police.

The Headteacher should decide whether the publication of a photograph might pose a risk to a child.

Videos and photographs of concerts and school events, taken by families of those taking part, for family use only

This is a valuable part of school life and looking back at 'special times' can be very rewarding for both families and the school. When images are taken at an event attended by a large group or crowd, or where a group of children are taking part, this is regarded as a 'public area' therefore permission is not required for photography or video. Individuals would not be named or identifiable in these cases. Such situations may include concerts, sports day etc.

Any images or film taken by parents / carers or family members must be taken for personal use only. Images including others must not be put on the Internet, and that if they are Data Protection legislation may be contravened. Those taking photographs are asked to sign a form agreeing not to publish the photos on any social networking website to ensure the safety of all children.

Pictures of children at work in school, individually or groups or teams, to be used within school only

Photographs of pupils are often used to add life and colour to school displays and for assessment purposes. They are also used to promote a positive image of children in learning situations, which staff and pupils find very motivating. Such pictures also help parents and the local community to identify and celebrate the schools' achievements.

Parents will be asked to complete a general consent form regarding this use of personal images - these forms will clearly set out the purpose of the use of such pictures, how and where they may be used, the period for which their consent applies and their responsibility to inform us of any changes which may affect this consent. We will retain these consent forms while the pupil is still at school.

Consent forms are part of the school registration pack and for all mid-year admission pupils.

Pictures of individuals, groups or teams to be used in Newspapers

The use of photographs by newspapers is already subject to strict guidelines. The press, in school, will only photograph pupils with our permission. The names of children in photographs will not be given to the press without parental consent. Whenever possible, it will be sufficient to simply state what the group is and/or where they are from which will be covered by the general consent form.

Pictures of children for school publications

Photographs and video images of pupils are classed as personal data therefore can only be used for publicity purposes with parental consent. Parents will be informed of the purpose of the image used and asked to give permission for its use.

The use of such images may include photos for the School brochure, reports from school groups and/or events, photographs on display outside of the school environment, photographs on the school's Twitter/ Facebook page, etc.

In many cases it may be possible to use pictures without naming or identifying the pupils in the shot i.e. by ensuring that faces are out of focus or that pupils are turned fully or partly away from the camera, or by ensuring that the child's name is not used.

We would never knowingly use an image of a child who is subject to a court order - however it will be the responsibility of the child's parent/guardian to inform the school.

Pictures of groups or individual for other publications

Occasionally the school receives requests for pictures of pupils to be used in publications. In such cases, if the school is asked to identify those in the shot then the parents/ guardians will be approached to request permission for the use of the image. It will also made clear why the image is being used. Unless permission is granted, the entire photograph would not be used.

Individual, class and team photographs, taken commercially, with families given the option to purchase

Use of a commercial photographer is a regular part of our school programme. Individuals, classes, groups and teams are all photographed annually and families of those in the pictures are given the option to purchase them.

Pupils and their families are always informed prior to the photographer being in school; the photographer wears appropriate identification at all times; children are never alone with the photographer; these session always supervised by a member of our school staff, take place in the school and within the school day.

General

In all cases, every effort will be made to ensure that images of pupils are used in a responsible way. At all times we will consider balancing any potential risks against the advantages of using the photographs.

It is our intention to review this policy annually in order to keep up to date with any implications due to advances in technology.

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