



Approved by the Governing Body on: XXXX

Review Date: XXXX

ONGAR PLACE PRIMARY SCHOOL USE OF PHOTOGRAPHY AND VIDEO POLICY

Ongar Place Primary School is committed to safeguarding and promoting the welfare of children. The recruitment and appointment of staff, school policies and procedures always consider the safeguarding of children as the first priority.

The purpose of this policy is to set out the school's position in relation to use of photography and video in school by both staff and parents.

RATIONALE

We believe that parents have the right to record memorable moments within their children's school lives in photographs and/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 ensure the protection of the children in our care.

NB - The use of the word 'images' in this policy applies to both photography and video, although, in most cases only photographs are used.

OPPORTUNITIES FOR PHOTOGRAPHY/VIDEOING

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

- Performances and events (e.g. Sports Day, Productions, Class Assemblies)
- School trips and outings
- Special occasions (school celebrations and parties)
- Professional individual and class/school photographs
- For the School Prospectus
- To display within the school
- For press releases
- For the school website

THE USE OF IMAGES

There are different ways in which these images will be used, i.e.:

- Images taken and used personally by parents
- Images which may be displayed in and around the school
- Images which will be shared with others in the school community
- Images which are available to a wider audience

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

Parents' use of images

When parents attend events and performances within school, they may take photographs of their children for their own use. Photography/videoing will not be permitted in areas where children are changing into costumes/PE kits etc.

Use of images within school

Parental permission will be sought through a consent form completed on admission to the school, for the use of photographic/video images within the school. Such images will only be displayed inside the school building. It is important to note that this category includes professionally taken class group photographs.

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Sharing images with the school community

This includes images used within school publications such as school newsletters, to share information/celebrations with parents of children in 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 names, will not be included unless permission has been sought separately.

Sharing images with a wider audience

Images placed on the school website, VLE and photographs used within the press will only be used where it is of benefit to the school, e.g. in demonstrating an aspect of the school which is most effectively displayed with children in the picture. Examples of this might be: publicising school successes such as:

- Winning an award
- Showcasing events such as performances; and for visits made to the school by 'VIPs' such as the local MP or celebrities.

Parental permission for such images will be through the admissions consent form unless personal information, such as pupil names, are to be used, in which case separate permission will be sought

PARENTAL CONSENT

Parents of children attending the school will be asked to complete a consent form upon admission. This consent will be valid for the time the child attends the school. Once consent has been received, the school will use images as permitted within this policy. No further consent will be sought by the school unless requesting permission to include a child's name, e.g. in a newspaper article. Parents may change their consent options at any time by requesting a new form and completing it as appropriate.

RESPONSIBILITIES

Governors are responsible for the review of Local Authority guidance and advice to ensure that this policy remains appropriate.

The Head teacher is responsible for ensuring that images are used as set out in this policy with appropriate consent from parents, providing reminders as stated.

Parents are responsible for ensuring that images are used responsibly and are not published in the press without consent from the school.

NB - The school does not accept liability for parents who do not adhere to such requests.

MONITORING

Staff and Governors will review this policy every two years, taking into account advice and guidelines provided by local or national Government.

The Head teacher will monitor the implementation of this 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.

APPENDICES

**'Use your camera and video courteously' Code
Consent form for photography or videoing in school**

This policy was reviewed ~~October 2014~~ February 2017 and will be reviewed again in the in ~~October 2016~~ October 2018.

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'Use your camera and video courteously' Code

A guide for parents who wish to use photography and/or video a school event

Generally photographs and videos for school and family use are a source of innocent pleasure and pride which can enhance self-esteem for children and young people and their families. By following some simple guidelines we can proceed safely and with regard to the law:

- Remember that parents and carers attend school events at the invitation of the head and governors.
- The head and governors have the responsibility to decide if photography and videoing of school performances is permitted.
- The head and governors have the responsibility to decide the conditions that will apply in order that children are kept safe and that the performance is not disrupted and children and staff not distracted.
- Parents and carers can use photographs and videos taken at a school event for their own personal use only. Such photos and videos cannot be sold and must not be put on the web/internet due to existing Data Protection legislation, which in such circumstance is likely to be contravened.
- Recording or photographing other than for private use would require the consent of all the other parents whose children may be included in the images.
- Parents and carers must follow guidance from staff as to when photography and videoing is permitted and where to stand in order to minimise disruption to the activity.
- Parents and carers must not photograph or video children changing for performances or events.

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TAKING OF PHOTOGRAPHS IN SCHOOL

During the school year it is essential for staff to take photographs of the children for use in promoting learning across the curriculum. Photographs are also used for displays and presentations on curriculum evenings and for marketing the school. They provide a historical record of events and special occasions in the life and work of the school. Pupils are expected to use multimedia devices to record themselves as part of their development in speaking and listening skills and as part of their learning across the curriculum.

In recent years we have all become more aware of the need to protect our children. We wish to seek parental permission for your child’s photo to be published should such an occasion arise during his/her time at Ongar Place School. I would also like to reassure you that no child’s photo will be published without the permission of the Headteacher, after she has all the details of how the photographs are to be used.

From time to time we invite the local press photographer into school to cover developments or events taking place at Ongar Place. This is good publicity and raises awareness of the school in the local community. The photographer will usually ask for two or three children to pose for a suitable picture and this appears in the newspaper with their names and ages in the caption.

The school website is constantly being updated and photographs of children may appear on the site. The children will not be individually identified on the site. (Please note that websites can be viewed throughout the world, not just in the United Kingdom where UK law applies.)

Taking photographs of your own children performing in productions or winning the race at Sports Day is very important, these years go by so quickly! However, we ask all parents to refrain from putting any photos which include another child or adult on any social networking site.

All parents are asked to complete a permission slip when their child joins Ongar Place School.

Photograph Parent Permission Form

Child’s name**Class**

- I give / do not give* permission for my child to have their photograph taken in school and for the picture to be used by Ongar Place School on letters and the website. (Please note that websites can be viewed throughout the world, not just in the United Kingdom where UK law applies.) If permission is not given this will mean that your child’s photo will not be able to appear in the weekly learning letters or school newsletters.
- I give / do not give* permission for my child to use multimedia devices in school.
- I give / do not give* permission for my child’s photograph to be taken and published by the local press.
- Please delete as applicable

Parent’s signature.....Date.....

This form is valid until your child leaves Ongar Place Primary School

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