**Policy for the Use of Images of Children**

**1. Policy Statement**

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| 1.1 The school is mindful of the need to safeguard the welfare of children in the school, and issues of  child protection, data protection and parental consent will be given careful thought. Images may be used inappropriately on the Internet. This policy will apply to all forms of publications; print, film, video, DVD, on websites and in the professional media, and applies to any type of device that is capable of taking an image. |
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1.4 The school has developed this guidance to help the following:

1.4.1 To ensure that photographs are only used for the purpose intended

1.4.2 To ensure that the school use of photographs is facilitated

1.4.3 To ensure that personal family photography is allowed where possible

1.4.4 To ensure that individual rights are respected and child protection ensured

1.4.5 To ensure that parents are given the opportunity to opt out

It should also be noted that the behaviour of staff is covered under the DEC Code of Conduct and the behavior of students under the school’s Student Well Being and Behaviour Policy.

**2. Applicability**

2.1 Images taken by staff for school use

2.2 Image taking by parents, caregivers or family members

2.3 Images taken by the media

2.4 Images taken by children photographing one another

2.5 Images taken by professional photographers

**2.1 Images taken by staff for school use:**

2.1.1Working with children and young people may involve the taking or recording of images. Any such work should take place with due regard to the law and the need to safeguard the privacy, dignity, safety and well being of students.

2.1.2 Careful consideration should be given as to how activities involving the taking of images are organised and undertaken. Care should be taken to ensure that all parties understand the implications of the image being taken especially if it is to be used for any publicity purposes or published in the media, or on the Internet.

2.1.3 Adults need to remain sensitive to any students who appear uncomfortable, for whatever reason, and should recognise the potential for such activities to raise concerns or lead to misunderstandings.

2.1.4 Photography by staff in school, during school activities, on school trips and visits may be used in the curriculum and displayed within the school or at parents’ evenings to illustrate the work of the school. Care should be taken to ensure that displays only includes images of students for whom we have permission to publish.

2.1.5 Photographs are ‘personal data’ as far as data protection legislation is concerned and must be used responsibly.

2.1.6 The school will keep a register of parents who have agreed for their children’s photographs to appear in school publicity and on the website. This will be updated annually as part of the data checking process.

2.1.7 Staff will be given an annotated illustrated list of students whose images may not be taken for reference only and it may not leave the school site and may not be displayed outside of the classroom.

2.1.8 It is not appropriate for adults to take photographs of children for their personal use.

2.1.9 Where the school has no record of receiving parental consent, it should be deemed that consent has not been given.

2.1.10 The school will only take and use images for appropriate purposes in accordance with DEC policy.

2.1.11 When taking photos, it is preferable to use group pictures

2.1.12 If an image of a student is used, the student’s name should not be published. If a name is published, only the first name will be used 2.1.13 Students will be made aware of why their picture is being taken and how it will be used.

2.1.14 Students will be given the option to not have their image used if they are the sole focus of the picture.

2.1.15 Students and parents should be encouraged to recognise the value of group photographs or recordings of school events.

2.1.16 Images will be kept securely on the shared drive in the class folder. Staff should not store images of students on their personal computers or digital devices. No unauthorised access will be given to these images.

2.1.17 Images of students from the school will not be used to illustrate controversial subjects.

**2.2 Images taken by parents, legal guardians or family members:**

2.2.1 Where practical, arrangements should allow photographs to be taken by parents, caregivers and other guests attending school sports, concerts and similar events given the following guidance. Photography must not, though, be allowed to upset the performance or smooth running of the event or affect the health and safety of students and others. The school should decide in advance of the event if photography is allowed or not.

2.2.2 Commercial copyright in a dramatic performance or musical will normally exclude any audio or video recording by the public (i.e. other than the Authority or the school for internal purposes) and in that event parents and their guests must be informed that the infringement of copyright is not permitted.

2.2.3 The school will decide if the event is one at which photography and videoing will be permitted.

When informing parents of an event, they will be informed in advanced of the schools decision about photography.

2.2.4 If general shots are to take place such as at a school event, visitors will be advised in the invitation and other publicity so that general consent is implied by attendance.

2.2.5 Only images of students suitably dressed will be allowed to reduce the risk of images being used inappropriately. Special consideration will be given to photographs taken during PE (sports day) and swimming.

2.2.6 Parents and caregivers in the school assisting students to dress or change for performances or activities will not be allowed to take photos or videos during this time.

2.2.7 Parents/ caregivers will be prompted with a verbal announcement at the start of the event that any images must be taken for personal use only.

2.2.8 Photography and video filming will be limited to designated areas.

2.2.9 The school reserves the right to ask persons to leave the school site in the event of a breach of policy during an event.

2.2.10 People with no connection to our school will not be allowed to photograph – staff will question anyone they do not recognise who is using a camera and or video recorder at events and productions.

**2.3 Images taken by the media:**

2.3.1 It is recognized that press coverage is an important means of publicity for a school, and is generally welcomed by parents. However there is still a need to protect students. The same conditions apply to press coverage as to official school use. Any photographs taken by the press will always be under the control of the principal or a delegated executive member of staff.

2.3.2 Before any image can be used the principal or a delegated executive member of staff must check to see if the photograph can be used prior to publishing.

2.3.3 If a group image is taken the school will decide how the students are identified. It may decide to simply allow the press to identify them as “ a group of year X students”

**2.4 Images taken by children photographing one another:**

2.4.1 The school mobile phone policy covers the use of mobile phones for taking photographs.

2.4.2 Staff will supervise and maintain control over any photography students do during on-school or off-site activities.

2.4.3 Students must not take photographs without the subject’s consent and against their wishes;

2.4.4 Students must not infringe another student’s privacy in any way.

2.4.6 On no account will photographs be taken in changing rooms, toilets or other areas of privacy.

**2.5 Images taken by professional photographers**

2.5.1 The school uses a reputable commercial photographer once a year to take portrait photographs which are used within the school’s reporting system. These photographs are also sold to the parents.

2.5.2 Parents/guardians should be made aware that, when class or group photographs are taken by a commercial agency, the photographer retains copyright on all original images.

2.5.3 Parents will be given contact details of the agency used so that they can decide to purchase the photographs or not.