



Photographic Images of Children Policy

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Policy information:

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Ratified by:	S Corry
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Source:	Warwickshire Country Council
Type of policy:	Non-statutory
Target audience	Parents, Staff and Governors

Introduction

This policy document applies to the photographic images taken within school. Whilst doing all we can to protect the children we cannot take responsibility for images taken outside school by people who are not associated with school, for example whilst on visits. However, we will liaise closely with organisations we visit so that their staff do not take photographic images that we have consented to.

The “we” referred to throughout the policy refers to the school.

This policy clearly states when it is appropriate for school to use images of children. It covers still, video and electronic photographic images wherever they are used.

It also covers the issue of parents and members of the extended family taking photographs and videos of children.

Clearly, we need to make full and proper use of photographic images while meeting the law and preserving the safety of children. Concerns focus on issues around rights of privacy, child protection and copyright ownership as well as giving parents the opportunity to take photographs of their children.

Typical Uses of Photographs/Videos

- Evidence of work and experiences for assessment and celebration.
- The use of cameras/ipads for children to record their work, ideas etc. e.g. Drama, Dance, DT etc.
- Sports days and sports fixtures and the use of photographic equipment by parents and carers and children from the opponents' school.
- The recording of performances
- Media, including newspapers and television, especially when some editors require children's names when publishing photographs.
- Displays in the establishment of children's activities.
- Publications by school, the website, prospectus etc, newsletters.

Ownership

Human Rights legislation and the Data Protection Act 1998 give people rights and it is the right to 'privacy' that is the issue when using photographs. We must take steps that respect the rights of people in photographs.

The Copyright, Designs and Patent Acts 1988 moved the ownership of copyright to the photographer (or their employer) and away from the person commissioning and paying for the photographs, unless there is an agreement otherwise.

Photographs

We agree that when taking photographs, school will;

1. Obtain the consent of the person in the picture/video and their parent or carer.
 - a. Use the image in its intended context.
2. Following the commitment made in the consent forms we will not;
 - a. use the full name of the child;
 - b. use the photograph out of context;
 - c. use the photograph to illustrate sensitive or negative issues.
3. Generally, avoid images that only show a single child with no surrounding context of what they are learning or doing.
4. Not use images of a child who is considered very vulnerable, unless parents / carers have given specific written permission.
5. Ensure that children are dressed appropriately.
6. Use photographs that represent the diversity of the young people participating.
7. Report any concerns relating to any inappropriate or intrusive photography to the headteacher / line manager.
8. Remember the duty of care and challenge any inappropriate behaviour or language.
9. Not use images that are likely to cause distress, upset or embarrassment.
10. Regularly review stored images and delete unwanted material.

Parental Permission

Every year during the first few weeks of the school year, we will ask parental permission for the right to photograph their child for internal display and assessment purposes. Additionally, we will ask

permission to publish their child's photograph on the web-site, the school calendar, newsletters, LA publications and the local press.

When a parent does not agree to their child being photographed every effort will be made to comply sensitively.

We will endeavour to ensure that the publication of photographs is restricted to those children whose parents/carers have given permission.

Teachers in Training

If we have student teachers, engaged in ITT, they will take and use photographs in the same way as the teachers and teaching assistants employed in this school. They may need to take photographs away from school in the portfolios.

Staff will act responsibly in compiling these images. The Headteacher or student mentor will oversee this process and consider their appropriateness

Displays in Schools

Still photographs shown on displays and video clips will depict children in an appropriate way. We will not display images of children in inappropriate or revealing clothing, so that appropriate levels of integrity and decency are maintained.

Concerts, Assemblies and Presentations

Parents and members of the extended family will be able to take photographs/ videos for personal family use only.

Such photographs may not be published without the express consent of the subjects' parents or guardians. It is an offence to place images of other people's children on social networking sites.

Should a situation occur whereby a child is deemed to be vulnerable then the school's Designated Safeguarding Lead, currently Miss S Corry or in her absence Mr D Hackett, should be notified in writing by the parent or carer.

The parents/ carers will then be invited into school to discuss the issue. School will then take the appropriate action to ensure that those particular children are protected.

In exceptional circumstances, it may be necessary to request that photos/videos are not used at an event if the school determines that doing so would put a child/children at risk.

If restrictions do occur we will endeavour to record key school events and make images available for parents.

We will monitor the use of cameras and anyone behaving inappropriately and comply with copyright restrictions.