



Policy for the safe use of Photographs and Digital Images

This policy should be read in conjunction with:

- ✓ Child protection policy
- ✓ Guide to safer working practice
- ✓ Photography (protection of pupils) guidance for schools and children's services.
- ✓ Staff behaviour policy
- ✓ Staff handbook

Introduction

This policy is based on the City of Sunderland, Guidance for School's and Children's Services in September 2007 and the Safer Working Practise Document for adults working in school. It recognises that all digital images of children and individuals are subject to the Data Protection Act 1998 regarding the rights of individuals to have information of a personal nature treated in an appropriate way and the Human rights Act 1998 protecting the privacy of individuals and families.

As a school we recognise that images of children can increase motivation, moral and help parents and the local community celebrate the life of the school. Photographs are also used as part of the assessment process especially for the youngest children in school. We also recognise that to protect the rights of children and to safeguard them, photographs and digital images must be used in a responsible way.

Lambton Primary School is committed to safeguard and promote the welfare of children and young people and expects all members of the school community to share in this commitment.

General rules for the Photography of Children.

- Parental consent will be obtained when children join the school and on an annual basis thereafter. This as part of the September record update. Parents will be advised that they can change their decision about the use of photographs at any time but must inform the school office.
- Images of children will always be in suitable dress. Where photographs are taken of children in PE kit the focus will be on the activity and not the children.
- Where children are subject to a court order or where parents have refused permission images will never be taken and shared outside of the school e.g. on the school website. In these circumstances pupils will only be photographed as evidence of their learning within school. This will be explained to the parent/ carer.
- When photographs are taken the images will only be stored on the school server in named folders. It is the responsibility of the person taking the photograph to ensure that this happens as soon after the image is taken as is possible. Images should not be stored on cameras, lap tops, memory sticks or media cards.
- On the school server photographs will be saved under class or event names rather than individuals

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- Images will be stored on the server until children leave the school. On an annual basis, at the end of the summer term, photographs will be removed from class folders.
- Only authorised personnel who have attended Safeguarding Training and have signed the Safer Working practise document will take cameras from the central location and take photographs of children. Where an outside person is invited into school to take photographs this will be by prior arrangement with the Head teacher.

The School Website

The gallery on the school website is password protected and is set up so that photographs cannot be down loaded or printed from the site. The password is issued only to parents or those with parental responsibility. The password will be changed on a regular basis or when ever the status of as child changes. No names will appear with photographs on the website. Mrs Defty takes responsibility for the school web site. Mr LeGard and Mrs Smith (Office staff and Governor) ensure the website is kept up to date and complies with regulations and guidance.

Storage of Cameras

All cameras and recording equipment is kept in a central location that is locked at all times. Staff who wish to use a camera make a request to a member of the SMT or the office staff. They will sign that they are taking the camera out of the central location and that the camera is their responsibility while out of storage. All cameras must be signed back in before the member of staff goes home. Staff must not take cameras home nor must they use their own camera to take photographs.

The key to the camera storage cupboard is stored in a secure location away from the cupboard and is locked.

There are details of the use of cameras in the staff handbook and the induction information for students and helpers.

Mobile Phones

The school has a separate mobile phone policy. No photographs of children are allowed to be taken on mobile phones, with the exception of parents / carers taking individual photos of their own child **after** a school assembly . All members of staff and volunteers will be advised of this as part of their induction.

Photographs and Video of School Performances

Parents are not permitted to take any photographs or videos **during** school productions/assemblies/performances/events.

The school produces a learning journey of photographs taken by teachers over the year of the class. This is shown at the class assembly and is available for purchase following the class assembly. The learning journey will only include pupils whose parents/ carers have given permission.

If 100% permission is obtained from parents, the learning journey of the class will be sold to parents after class assemblies.

Parents are invited to stay after the performance / assembly to spend time with their child, during this time, pupils whose parents have attended may take their own photographs of their own children on cameras and mobile devices.

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Photographs of members of Staff

All members of staff must wear an ID badge with a recent photograph as part of the school security system. The school respects the rights of members of staff who do not wish their photograph to be used on the school website, for publicity or as part of displays.

Photographs of members of staff taken on social occasions are the responsibility of the member of staff who owns the camera. They should be treated sensitively and used only with the permission of the subject in an appropriate way for an occasion linked to school, or the profession of the person in the photograph. Photographs should be shared sensitively with thought and care especially if they are to go into the public domain.

Photographs by other authorised agencies

Parents should be made aware that, when class or group photographs are taken by a commercial agency, the photographer retains copyright. Parents must be given contact details of the agency used by the school. Parents have the right to refuse a photograph taken by the commercial agency.

Complaints procedures

The governing body of Lambton Primary School have agreed a complaints procedure. This procedure is available from the Head teacher on request or on the website.

Review

This policy is part of a series of policies linked to safeguarding children and young people and will be reviewed on an annual basis or, if technology has advanced, as is deemed necessary.

Ratified by governors 29.11.18

Next review Autumn 2019