

RAMSEY MANOR LOWER SCHOOL **POLICY FOR THE USE OF IMAGES**

Ramsey Manor Lower School is committed to safeguarding children and providing a safe, secure and healthy environment for them.
Ramsey Manor Lower School is a Values Education School. Our Values underpin everything we do.

STATUS: GOOD PRACTICE

DATE ADOPTED: May 2013

Policy agreed by staff: RS date: March 2017

Policy agreed by Governors: JS date: March 2017

Date of next review: 2022 *as required*

1. Rational

Ramsey Manor Lower School, in common with other school, needs and welcomes positive publicity. Children's photographs add colour, life and interest to materials and articles promoting school activities and initiatives. This can increase pupil motivation, staff morale and help parents and the local community identify and celebrate the school's achievements.

However, in order to respect young peoples' and parents' rights of privacy and because of potential child protection issues, photographs must be used in a responsible way.

Comment [ES1]: New paragraph?

Ramsey Manor Lower School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. This policy seeks to achieve a practical balance to secure the above.

2. Data Protection Act

Under the terms of the Data Protection Act 1998 images of pupils (or staff) must not be displayed in a public place without consent. This includes publications such as the school prospectus, the Pod, website or areas to which visitors have access.

3. General rules on using photographs of individual children

- Parental consent must be obtained
- Images of children in suitable dress will be used
 - photos of children engaged in PE or swimming present a greater risk of potential misuse. In these cases the content of the photograph should focus on the activity, not a particular child; should avoid full face and body shots. For example, shots of children in a pool or shoulder up would be appropriate.
- Where we have been informed that a child is subject to a court order then we will never use their image.
- We will ensure images are stored securely, especially where electronic, and used only by those authorised to do so.
- Ensure file names given to electronic images of pupils do not identify the child, e.g.maryjones.jpg

Comment [ES2]: Should this state that when parental consent has not been given that photographs should not be used? Not just court order. (covered in 3.1)

4. Newspapers

- As long as parental consent has been secured newspapers may publish photographs of pupils but must not publish names alongside them. They may however refer to group photographs collectively e.g Class AB or Ramsey Manor Lower I Year 6 football team.
- Pupils must not be approached or photographed by a newspaper whilst at school (or engaged in school activities outside school) without the permission of a member of staff.

Comment [ES3]: On FB we often state the class name. For example, Rainbow Class have been enjoying a Pudsey Hunt. Should we be stopping this?(continue appropriate)

5. Website and Social Media

- The parental consent form will explicitly include publication on the school website.
- Where possible the school will use technology to prevent the misuse or downloading of images placed on the school website, e.g. watermarking, browser restrictions.

6. Video & Filming

- The appropriateness of photographic images earlier outlined also applies to video/film images.
- We recognise that parents, carers and family members wish to record events such as school plays, sports days etc to celebrate their child's achievements. However it is important that such records remain private and for their own personal use. Upon a child's admission to the school parents will be asked to sign a photography consent form that acknowledges this.

7. Commercial & Outside Photographers

- Will be given a clear brief about what is considered appropriate in terms of content and behaviour
- Wear identification at all times

- Will not have unsupervised access to children or one to one photo sessions at events
- Will not solicit photo sessions outside the event or at a pupil's home.

8. Camera Phones

Camera phones may be used at school events as outlined in 6 above. It is not acceptable for camera phones to be used under any other circumstances.

9. Parental Consent

On admission of a pupil to the school, parents/carers will be asked to sign a photography consent form which makes clear the school's policy, especially:

- i) How and where photographs will be used
- ii) The period of consent
- iii) The storage and deletion of photographs

We will contact parents/carers annually with the option to change their preferences. The only exception to this will be in point 6 above.

10. Complaints Procedures

Parents should follow the school's normal parental complaint procedures in most cases. In the case of concerns regarding the use of photographs by the press, they should contact the Press Complaints Commission or the Office of Communications (OFCOM) in the case of TV companies.

11. Review

This policy will be reviewed by the Governing Body annually in line with the child protection policy, in view of the continual advances in technology and in response to significant views expressed by parents, staff and pupils (if appropriate).

RAMSEY MANOR LOWER SCHOOL

Consent Form for Photographs / Videos:

Name of Child: Date of Birth:.....

Ramsey Manor Lower School would like to take photographs and or video recordings of pupils whilst they attend the school to celebrate their achievements and successes. Still or moving images may be published in our printed publications e.g. School Newsletters or on our websites

Photographs may also be used to promote the good educational practice of the school to other teachers, e.g. at training events organised by the school, the Local Education Authority or National Education/Government institutions.

Children's names will never be published alongside their photograph externally to the school. Names may be used internally, for example on a display. Photographs / videos may also be published for internal use only, as part of children's regular classroom work e.g. on classroom displays, within multimedia projects (e.g. PowerPoint), on the school's internal network and to share educational achievements with parents, e.g. video presentation of a school trip. Electronic images, whether photographs or videos, will be stored securely on the school's network which is accessible only by authorised users.

Before using any photographs/videos of your child we need your permission. Please answer questions 1 to 5 below, then sign and date the form where indicated.

Please return the completed form to the school office as soon as possible.
Please circle:

1. May we use your child's photograph in printed publications produced by Ramsey Manor Lower School or Central Bedfordshire County Council?

Yes / No

2. May we use your child's photograph on our internet websites

a) as part of a large group or whole school activity?

Yes/No

b) showing an individual activity? (e.g. holding a winner's trophy)

Yes /No

Please note that the above is a very important way of promoting the activities of the school and celebrating in the many wonderful achievements of our children. The school would greatly appreciate 100% support for this.

3. May we allow your child's photograph (e.g. as part of a school team or record of a school event) to be used for publication in a newspaper?

Yes / No

Please note that the use of photographs in newspapers is subject to strict guidelines and parents should not have particular concerns.

Name of Parent/Carer:

Signed:Date: