



Meridian Community Primary School and Nursery Policy for the Use of Images of Children

At Meridian Community Primary School we understand how important it is to celebrate your child's education and keep a log of important events in their lives such as Christmas Productions and Sports Days. We also know we have a duty to provide a safe environment for pupils at school and this includes the safe use of images of children. The measures in this policy are designed to ensure that the school does everything it can reasonably be expected to do to protect children from the potential harm that the misuse of images could cause.

There has been a lot of controversy recently about adults photographing and filming school events (e.g. Christmas Productions.) The concerns are genuine and at Meridian we have taken a sensible and balanced approach which allows parents to photograph and film school events provided they follow these guidelines:

Images taking by parents, legal guardians or family members:

- Parents, legal guardians, family members and friends can take images of their child and friends participating in school activities for family and personal use.
- Before they are allowed to take images during school activities, parents or legal guardians have to sign an agreement that any images they take will not be used inappropriately.
- At all events notices will be published reminding the audience that images of children other than their own should not be uploaded to social media sites e.g. Facebook etc
- Photography and video filming will be limited to designated areas.
- Use of cameras and other equipment will be monitored.
- If parents do not wish their child to be photographed or filmed during school events and activities, the school needs to be informed.

At Meridian Community Primary School we have a duty to provide a safe environment for pupils at school. While we are aware of the risks of image misuse, we believe that the school needs to balance this against the positive value of professional, high quality images of pupils celebrating and promoting the school as an enjoyable, colourful and vibrant place to learn. Good pictures of the school and its children can help in putting the school at the heart of the local community and enhance its reputation. We will follow these guidelines

Images for school publications and East Sussex County Council publications:

- Parental consent is required for any images used for school publications and East Sussex County Council publications.
- The school will only take and use images that are appropriate and are considered to not be open to misuse.
- If an image of a child is used, the child's name **will not** be published. If a name is published, **no image will be used** without specific consent.
- Children will be made aware of why their picture is being taken and how it will be used.
- Children will be given the option to not have their image used if they are the sole focus of the picture.

- Children and parents should be encouraged to recognise the value of group photographs or recordings of school events.
- Images will be kept securely and held by the school for the duration of the pupil's time there, after which they will be destroyed.
- Images of children from the school will not be used to illustrate controversial subjects.

Images for the school website:

- Parental consent is required for any images used for school publications.
- School websites are part of the internet and are more easily accessible than paper based school publications. The school will make sure that only appropriate images are used. Image filenames will avoid using children's names.

Images for school social media pages (e.g. Facebook and Twitter)

- Parental consent is required for any images used on social media pages
- Social media sites are part of the internet and more easily accessible than paper based school publications. The school will make sure that only appropriate images are used and if using the child's name, only their first name will be used

Webcams:

- Webcams are a useful tool for learning. They can allow an individual or class to interact over the internet with others and support links between pupils in different schools, countries and cultures.
- A webcam will only be used in appropriate circumstances such as a normal class setting.
- Both children and teachers will be made aware of when a webcam is in use.

CCTV:

- The school may use CCTV in some areas of school property as a security measure.
- Cameras will only be used in appropriate areas and there will be/is clear signage indicating where it is in operation.

For additional guidance on CCTV, see Czone pages on data protection at <https://czone.eastsussex.gov.uk/schoolmanagement/schoolpolicies/dataprotection/Pages/main.aspx>

Children photographing one another:

- Staff will supervise and maintain control over any photographing pupils do during on-school or off-site activities.
- All mobile phones, including those with cameras, are switched off and handed into the school office during the school day.
- If it is found that camera phones have been misused, the school will follow its usual disciplinary procedures.

Please note that images taken by the media are not covered by this policy and are subject to a separate set of regulations.