

# Saltersgate Junior School

## Use of Pupil Photographs

**PERSONS RESPONSIBLE FOR  
POLICY:**

**MRS M E OXER: HEADTEACHER  
Mrs A Webber: CHAIR OF  
GOVERNORS**

Revision Date	Revision Version	Previous Revision Date	Previous Version	Summary of Changes
04/04/2011	New Edition			New Edition
06/01/2012	1	04/04/2011	New Edition	None
06/12/12	2	06/01/12	1	Social Media
13/01/14	3	06/12/12	2	Minor Changes
Spring 2015	4	13/01/14	3	Minor
Spring 2016	5	Spring 2015	4	None
Spring 2017	6	Spring 2016		None
Spring 2018	7	Spring 2017	6	Governor Change

Designated Safeguarding Persons:  
Mrs M Oxer (Headteacher)  
Mrs A Webber (Chair of Governors)

Occasionally we may take photographs of the children at our school. We may use these images in our school's prospectus or in other printed publications that we produce, as well as on our website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

**Due to an exemption under the Data Protection Act 1998, cameras and video cameras are allowed at school plays/assemblies etc for personal and domestic purposes. If you have any objection to a child being in a school play that may be filmed please inform the school before preparations for the performance commence.**

**Any photographs taken at school events are for personal use only and should not be published online including on social networking sites such as Facebook. We seek permission for online publication and not all parents agree to photographs being published online for a number of reasons including serious child protection concerns. As a school it is important that we fully respect the privacy of such pupils**

From time to time our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images which may appear in local or national newspapers, or on televised news programmes. **(It is the policy of The Free Press to print full names with individual photographs.)**

To comply with the Data Protection Act 1998 we request permission before we photograph or make any recordings of pupils. Parents are requested to complete the consent section of their Data Collection Form when starting school to give permission. The following questions require consent.

**May we use your child's photograph in the school prospectus and other printed publications that we produce for promotional purposes?**

**May we use your child's image on our website?**

**May we record your child's image on video or webcam?**

**Are you happy for your child to appear in the media?**

**Parents should be aware that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.**

**Conditions of Use**

When consent is given via the Data Collection Form it is valid for five years from the date it is signed or for the period of time the child attends this school. The consent will automatically expire after this time.

We will not re-use any photographs or recordings after the child leaves this school.

We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image or video, on our website, in our school prospectus or in any of our other printed publications. **(Please note that it is the policy of The Free Press to print full names with individual photographs.)**

We will not include personal e-mail or postal addresses or telephone/fax numbers on video, on our website, in our school prospectus or in other printed publications.

If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption.

If we name a pupil in the text we will not use a photograph of that child to accompany the article.

We may include pictures of pupils and teachers that have been drawn by the pupils.

We may use group or class photographs or footage with very general labels such as "a science lesson" or "making Christmas decorations".

We will only use images of pupils who are suitably dressed to reduce the risk of such images being used inappropriately.