

NEW CANGLE COMMUNITY PRIMARY SCHOOL

Policy for the safe use of images

Rationale

At the New Cangle Community Primary School children, staff and governors recognise the value in recording and celebrating events and achievements through the use of photos and the internet. We also recognise the responsibility we have to respect individual and parental rights and to protect the vulnerable from risk.

The following guidelines are intended to apply to all forms of publications, in print, on film, video, on websites, in the media and digitally recorded including mobile phones.

Getting consent for young children and young people.

- Permission will be sought from a pupil's legal guardians before photos are taken for a publication, website or display in a public place. This includes areas where visitors to the school have access.
- Consent will be sought for the whole period that a child is at the school plus a year after they have left.
- Consent forms will be issued within the first week of a child starting school. A reminder will be sent yearly at the start of the academic year to all parents that they should let the school know if there are changed circumstances, or they wish to withdraw permission for their child to be photographed.
- All forms will be kept in a file and should be checked before images are taken. Where there are changed circumstances original forms need to be kept and clearly marked as superceded and dated.
- If the two parents/carers disagree over consent for their child to appear in photos or videos, it will be treated as if consent has not been given.
- A copy of the form for recording parents'/carers' agreement for their child to be photographed is at Appendix 1

Getting consent from adults.

Written permission will be sought from teachers and other adult staff, helpers and volunteers to use their photos. There is a form for adults at Appendix 2.

Use of images

- A letter will be issued with the parental permission forms indicating as specifically as possible the sort of photos that might be taken.
- Should the school intend to use a photo in a potentially sensitive publication. further permission giving the exact purpose of the publication must be sought.

- Only images of pupils in suitable dress will be taken to reduce the risk of images being used inappropriately. Particular care should be taken with photos taken during PE and swimming lessons.
- Photo shoots will be inclusive and show a range of different pupils from diverse backgrounds and abilities.

Naming Pupils.

- When using a photograph, avoid naming the pupil in full (first name and surname). General captions e.g. working in the classroom, or first names only will be used (Special note 8 re. The press). No names will be used on the Facebook page.
- If a pupil is named in full in the text of a publication their photograph will not be used.
- Care will be taken to ensure that a child is not named inadvertently because they were wearing a name badge.

School plays and other events.

We feel it is important that parents/ guardians and close relatives have the opportunity to record their child's participation in school events.

The school's policy will be that a pupil's participation will imply parental consent and it will be necessary for the parents to withdraw that consent in writing. Withdrawal of consent would mean that the child could not participate in any public event.

A standard notice will be displayed at all public events stating that in accordance with the school policy images may be recorded by parents/guardians and close relatives as a family record but these may not be distributed beyond the family and a staged photograph will be planned for the end of the performance. Any child with particular considerations will be removed from the group before photographs are taken.

Outside events.

If pupils take part in public performances outside the school, in these cases the event organiser should seek the permission of parents or carers for photos to be taken and used in publicity.

Press photography and media filming.

Pupils should not be approached or photographed at school without the permission of school authorities.

Parents and carers will be made aware that newspapers will often want to name children in photographs- their first name and surname, and often their age as well and they will be given the

opportunity to object to their child being in media photos. This is included in the photo permissions form (Appendix I).

If the media is invited into school for publicity purposes parents and carers of children featuring in photos or filming will be informed.

Should the school know there are children who should not be identified as going to the school they will be kept away from the camera.

Video conferencing.

Should the school wish to use this parents would be given an explanation of how this is used and why, and that it means sending images over the internet that might be stored for educational use in schools. If parents/carers have not given permission for internet publication of their child's photo the webcam would have to be angled to avoid these children.

Storage of images.

If photos are likely to be used again the school will make sure they will be stored in a secure place and only accessed by people who are authorised to do so. Digital images will be stored securely, including images stored on CD or other disks and in the school's computer network. Electronic images will be stored on media that are password protected. Photos must not be used for more than a year after the pupil leaves the school.

When photos are destroyed negatives will be destroyed as well. In the case of CDs and other media which cannot be erased electronically, the disk will be rendered unusable.

Images/ SR April 04 reviewed Sept 08, Mar 11, June 16, May 18

Approved by the Governing Body _____

Signed _____

Photo permissions form for pupils

For use by Suffolk County Council schools

School name: _____

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

Suffolk County Council may also use our photographs of pupils to illustrate work in Suffolk schools in council publications, publicity materials and the internet.

From time to time, our school may be visited by the media who will take photographs, film footage or carry out radio interviews. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes. Photos for the media and other publicity purposes may also be taken at events where our school is taking part.

Please answer the questions below, then sign and date the form where shown. Please return the completed form to the school as soon as possible.

**Please circle
your answer**

1) Are you happy for your child's photograph to be taken when participating in school activities? This may include by other parents at school plays and events	Yes / No
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2) If your answer to question 1 is yes, please tick the box to say you are happy for your child's photo to be used in the following ways: <input type="checkbox"/> a) In publications and publicity materials produced by the school and by Suffolk County Council <input type="checkbox"/> b) On the school website and Suffolk County Council websites <input type="checkbox"/> c) Recorded on video or webcam <input type="checkbox"/> d) On the school's Facebook page	
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3) Are you happy for your child to appear in the media? This may mean their photo and name is used in print	Yes / No
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Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. Please also note that the conditions for use of these photographs are on the back of this form.

I have read and understood the conditions of use on the back of this form.

Parent/Carer signature: _____ **Date:** _____

Name of child: _____

Parent/Carer name (in block capitals): _____

**Address (in
block capitals):**

**Telephone
number:**

Conditions of use

1. This form is valid for the period of time your child attends this school, plus one year after they leave, to enable us to publicise the work of final year pupils. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings for more than one year after your child leaves this school.
3. If we use photographs of individual pupils or small groups of pupils, we will avoid using the full name (which means first name **and** surname) of that child in the accompanying text or photo caption. **Please note that the media are likely to use first names and surnames in their publications/broadcasts.**
4. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
5. We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".
6. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

Photo permissions form for staff and adult helpers

For use by Suffolk County Council schools

School name: _____

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

Suffolk County Council may also use our photographs of pupils to illustrate work in Suffolk schools in council publications, publicity materials and the internet.

From time to time, our school may be visited by the media who will take photographs, film footage or carry out radio interviews. Photos for the media and other publicity purposes may also be taken at events where our school is taking part.

Please answer the questions below, then sign and date the form where shown. Please return the completed form to the school as soon as possible.

Please circle your answer

1. Are you happy for your photograph to be used in publications and publicity materials produced by the school and by Suffolk County Council?	Yes / No
2. Are you happy for your image to be used on our website and Suffolk County Council websites?	Yes / No
3. Are you happy for your image to be recorded on video or webcam?	Yes / No
4. Are you happy to appear in the media? This may mean your photo and name is used in print	Yes / No

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. Please also note that the conditions for use of these photographs are on the back of this form.

I have read and understood the conditions of use on the back of this form.

Signature: _____

Date: _____

Name (in block capitals): _____

**Address (in
block capitals):**

**Telephone
number:**

Conditions of use

1. This form is valid to publicise the work of the school effectively. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings for more than one year after you leave this school.
3. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.