

Glencraig Integrated Primary School



IMAGES POLICY

Date: September 2017

Annual Coordinator Review: June 2018

Full Review Date: 2022

Approved by Board of Governors: _____

School Mission Statement

At Glencraig Integrated Primary School we aspire to maximise the skills and talents of our pupils in a happy and caring environment, enabling them to become fulfilled and responsible citizens.

General School Aims

We endeavour to:

- provide and encourage an atmosphere of acceptance and mutual respect for those within the school community, from all religious, non-religious, social and cultural backgrounds as well as for those of differing abilities and needs
- create a happy, secure, stimulating environment in which all pupils can learn effectively and become clear, confident communicators
- present children with a variety of challenging, activity based learning experiences incorporating all areas of study required by the Northern Ireland Curriculum
- encourage children to recognise the value of developing a healthy mind and body and to foster, within each child, a positive self image
- encourage parents to play a constructive and positive role in the school
- place the school at the heart of the local community

Introduction

At Glencraig Integrated Primary School we are a Rights Respecting School and uphold the articles contained in the UN Convention on the Rights of the Child. In particular Article 16 - *Every child has the right to privacy*, Article 19 - *Every child has the right to be protected from harm* & Article 17 - *Every child has the right to reliable information from the media* have relevance to this policy

This policy refers to all images - all types of photographic and electronic images, stored electronically or in paper forms, on the internet and including webcams, DVD.

Rationale

At Glencraig Integrated Primary School we believe that children's learning and achievement is positively reinforced by the use of images. The use of images will follow guidance as detailed below.

Purposes

- To enable images to be used in school to benefit children's learning
- To enable the use of images to celebrate achievement of children and the school both within and beyond the school
- To comply with the Data Protection Act (1998), Copyright and the Human Rights Act (1998) ensuring a right to a private life, and the common law of Confidentiality

Guidelines

Children should be suitably dressed in all photos - i.e. in school uniform, costume for concerts, own clothes on themed/fundraising days or in PE kit.

Parental Permission

Parents will be asked at the point of enrolment to complete a consent form for their child's image to be taken.

This policy will be available so that parents can familiarise themselves with it before signing the form.

A list of children will be kept in each class and the school office of children whose image should not be taken.

There may be additional events not detailed on the original form, parents will be informed of these by letter and written permission for photographs to be taken will be requested.

Storage and use of images

Images may be taken of children during the course of their learning and stored in albums, used in a display or stored electronically (e.g. a school trip, the School Council, Structured Play observations etc)

Providing permission has been given, the images may be used to promote and record learning, or for promotional purposes (e.g. School Prospectus, website, Twitter, newspaper articles about the school etc).

Images that are not relevant/required will be deleted or shredded.

If there is any doubt about the origin of an image, then it will not be used.

Images of school events will be stored in paper or electronic form for up to 7 years (with the exceptions of School Resources and History Resources - see below).

After children have left school, images may be kept for use in History. These may be kept indefinitely and be marked as a *School History Resource - not for external publication*.

Photographs or images of the school relating to its History may also be kept. These may be kept indefinitely and be marked as a *School Resource - not for external publication*.

Images on computers will be password protected.

Newspaper images

Only the children of parents who have given permission will have their images taken for use in Newspaper articles about the school.

Children's names may accompany newspaper articles.

School Website / Twitter Account

Permission for use of images will be asked for on the permission form at point of enrolment.

Even if a parent has given permission but they are unhappy with the image, it will be removed as soon as is possible for the website/Twitter manager to do this.

Children's full names will not be used on the website/Twitter.

Taking of images by parents - Photographs and videos

Parents should note that many parents like to take videos/photos of school events as a family record (e.g. Nativity Plays, Concerts, Assemblies and Sports days etc). We are willing to allow this on the understanding that images are for family record only. If any parent has any concerns with this and wishes their child not to be included, they should speak to the Principal.

Taking of images by children

Children may not take cameras on school trips/residentials. Staff will be responsible for taking school cameras on these trips to record the children's time there. These images can be shared on return to school. **The use of cameras/mobile phone cameras or other photographic devices will not be permitted in school.**

Signed _____ *Morva Brown* _____ (Chair of Governors)

Date *September 2017*

Permission form for Use of images

Please read the Use of Images Policy available on our school website then sign and return this form to the school office.

Whilst my child is at Glencraig Integrated Primary School I give permission for images of my child to be used as follows

- to be used in school
- to be used in school publications eg newsletter, prospectus
- to be used in newspaper articles about the school
- for use on the school's website/ Twitter page

Examples of regular/annual events where images may be taken are as follows:

- photos of learning/achievements in school
- videos of learning/achievements in school and on school trips/camp
- class albums
- class photos
- other special events - e.g. Book week, special days such as Halloween Fair, fundraising/charity days, school concerts, nativity plays, assemblies, church visits, sports day, school trips, with visitors to school (e.g. sports, theatrical, environmental)

Parents should also note that videos/photos of school events are allowed. If any parent has any concerns with this and wishes their child not to be included, they should speak to the Principal. Parents should also ensure that their child is aware of their decision.

Signed: _____ Parent/Guardian

Date _____

The images(s) will be kept in accordance with The Data Protection Act 1998 and other laws. This consent is valid for the duration of the child's education at Glencraig.