

St John's Catholic Infant School

Policy on Photographic and Video Images



"Loving, Learning and Laughter Together with God"

Article 3: "The best interests of the child must be top priority in all actions concerning children"

Article 19: "children are protected from all forms of violence, abuse, neglect and mistreatment"

"Our children will know more, remember more and apply more"

1 Introduction

- 1.1 There are many occasions on which it is a good thing to make use of photographs and video images that include children. This is perfectly proper and to be encouraged. However, our school will do all it can to ensure that images are used properly, and that, as in all matters, risks are minimised, and our children kept safe and secure, whether at school or elsewhere. The aim of this policy is to establish the right balance between the proper use of technology and the safety of our children at all times.
- 1.2 Under the terms of the Data Protection Act 1998, all photographs and video images of children and staff alike are classified as personal data. This means that no image can be used for display or for school publicity etc., unless consent is given by or on behalf of the individual concerned.

2 Parental permission

- 2.1 All parents and carers will be asked to sign a consent form allowing their child to be photographed or videoed while taking part in school activities, and for the image to be used within the school. This form will be given to the parents or guardians of all children joining the school and checked annually. This 'rolling' consent will allow the school to take pictures of children engaged in educational activities such as sports events, drama productions, field trips, etc., and to use these pictures internally. Where parents or carers do not give their consent, then the children concerned will not have pictures taken of them.
- 2.2 All pictures taken will be appropriate, and will show children properly clothed for the activity they are engaged in. The school will do all it can to ensure that due sensitivity is shown in the choice and composition of these images.

3 School performances

- 3.1 Video recordings and photographs of all school performances by parents or guardians will not be allowed. Parents are only allowed to take photographs of their own children at the end of assemblies or performances when agreed by the headteacher.

4 The Internet/Website/Twitter

- 4.1 Only appropriate images will be used on the school website, and children will not be identified by their name or address.

5 Mobile phones

- 5.1 We do not allow children to bring mobile phones into school. Adults may bring mobile phones, but must not use them to take pictures of children or use them in the school building.

6 Use of digital cameras/ I pads/touches.

- 6.1 There are many ways in which the use of digital images is valuable for children's learning. For example, they may be used in art work or geography or science fieldwork.
- 6.2 Images will be made only as appropriate for school-related activities.
- 6.3 Children will be taught how to take pictures, but we will discourage them from taking pictures of each other unless it is linked to the school related activity. They will be supervised by an adult when they have access to an I pad or digital camera.
- 6.4 As soon as images have been used for their intended purpose (e.g. illustrating a good football pass), they will be deleted from the device. Pictures will only be stored for evidence on the school's secure internal server.

7 Media publications

- 7.1 Sometimes, local or national media visit the school to follow up a news story. This is often to do with a notable achievement by a child or a group of children from the school. For example, the netball team may have won a regional competition, or the school may have raised money for a charity whose representative wants to receive the donation in person. In this situation, where children's images might be made public, the school will inform parents of the event in advance, and allow them to withdraw their child from the event if they so wish. Newspapers normally ask for the names of the children to go alongside the photographs; if parents or carers do not wish this to happen, then the school will not allow the individual to be photographed or filmed by the media concerned.

8 Monitoring

- 8.1 This policy will be monitored by the governing body and revised as appropriate, and not less than two years from the date of its adoption. Any incidents of concern relating to this policy will be referred to the Chair of Governors by the headteacher.

The governing body have wider responsibilities under the Equalities Act 2010 and will ensure that all our school policies take account of the nine protected characteristics. We strive to do the best for all of the children and staff irrespective of age, disability, educational needs, race, nationality, ethnic or national origin, pregnancy, maternity, sex, gender reassignment, religion/belief, marriage/civil partnership or sexual orientation or whether they are looked after children.

We have carefully considered and analysed the impact of our policies on equality and the possible implications for children with these protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Agreed by Governors on: 13 th November 2013	Reviewed on: 17th November 2022 19 th November 2020 (Min No: 14/20) 8 th March 2017
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