



School Vision:

To encourage and support thoughtful, happy and responsible children with a lifelong passion for learning, within a Christian community

Stanwell Fields C of E Primary School USING IMAGES OF CHILDREN: PHOTOGRAPHS, VIDEOS, WEBSITES AND WEBCAMS POLICY

First adopted by Governors on: 2013
Reviewed: 10.09.14, 11.09.15, 04.10.16

A handwritten signature in blue ink, which appears to read 'Paul Hope', is written on a light-colored rectangular background.

This policy is based on guidance issued by Surrey County Council (available In the school main office).

Introduction

At Stanwell Fields CofE Primary School we use photographs and video clips of our children frequently. They are used to promote the school in the local community, to inform parents, governors and other professionals and, most importantly, to help our children learn and to raise their own self esteem. We are aware that images can be shared easily and widely and want to ensure that these images are used responsibly and that our children are safeguarded.

Images used purely within school

Parents / carers / guardians are told when their child starts school that we will use photos and video to record their child's achievements, to help assess our teaching and to actively teach their child.

Images used outside of school

Permission is sought, prior to the child starting school, for images to be used out of school e.g. in publicity material, on the website, in the brochure, when giving talks in other schools, on training courses based here or elsewhere. Parental wishes will always be respected. Parents will be given opportunities to update their decision on a regular basis e.g. at Getting to Know You evenings. Staff will check the permission lists before allowing photos etc. to be taken or used. In addition to class staff, all senior staff will be alerted if there is a child who must not be photographed etc. because of safeguarding or similar issues.

Videos / Photos at school events

Parents are allowed to take photos, videos etc. which include their own child for their own personal use. However they must not use the images for any commercial purpose nor may they display them in public without the permission of all other people in the image. This includes posting them on websites and / or social media (their own or others such as Facebook). Any unrecognised adult taking photos or filming will be challenged by school

staff.

WEBSITES

With digital photography there is the remote possibility that images of children can be produced, manipulated and circulated without the parent's permission or children's knowledge. The dual concern which follows such a risk is that children might be exploited and an organisation may be criticised or face action.

Parent permission must be sought before any photography is used on a website.

We recommend that you visit the *Child Exploitation and Online Protection Centre* www.ceop.gov.uk

WEBCAMS

The regulations for using webcams are similar to those for CCTV (closed-circuit television). This means that the area in which you are using the webcam must be well signposted and people must know that the webcam is there before they enter the area in order to consent to being viewed in this way. Children should be consulted and adults would need to consent as well as the parents of all the affected children.

In gaining consent, you must tell the person why the webcam is a response to a specific threat or difficulty in relation to either crime or health and safety, it may pose more difficulties for organisations than it would actually resolve. If you use a webcam we would advise careful parental, staff and legal consultation.

Guidelines on Public Images of Pupils

- Photos used in school publications will not name children and our website will use first names only.
- Photos used in the press may use pupils' first names. If the press insist on full names the headteacher will consider carefully whether the piece of publicity should still go ahead and will obtain specific parental permission before this happens. If full names are used then staff will ask that names are printed in a random order.
- Photos of children dressing / undressing or undertaking personal care routines will never be used (e.g. bathing, toileting) and will only ever be taken with the specific prior permission of the headteacher and parents as an aid to teaching / assessment of a specific skill. It is not anticipated that this would happen.
- Photos etc. will not be taken of children dressing / undressing for school shows etc.
- Discreet photos of children in swimming costumes will only be used with prior permission of the headteacher and parents on each occasion.

- While showing the enjoyment that our children derive from school, images will always maintain their dignity and demonstrate our respect for them.
- Photographs may only be taken with school cameras and school tablets so that school has control of the photos printed and / or saved.
- Anybody not employed by the school e.g. Visitors / Students on work experience etc. may take photos of the environment, equipment or work carried out with children but not of the children themselves and only using a school camera / tablet. **(see mobile phone policy)**
- Written parental permission will be obtained for the use of any photograph of a child used in a dissertation, NVQ assessment etc.
- Parents may opt in or out of giving permission at any time

Links to other Policies

Safeguarding & Child Protection

E-Safety

Social Media

Mobile Phone

Safe Working Practice Agreement

Guidelines for Volunteers

Educational Visits