



## **St Margaret's CE Primary Photographic and Video Images Policy**

*This policy is to be read in conjunction with the policies for E-safety, Mobile Phones and Safeguarding.*

### **Introduction**

There are many occasions on which it is a good thing to make use of photographs and video images that include children. St Margaret's will do all it can to ensure that images are used properly, and that, as in all matters, risks are minimised, and our children are 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.

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.

### **Aims and Objectives**

The aims of this policy are to:

Ensure that the achievements and activities of children in our school can be celebrated through photographs and visual records without compromising their safety.

Comply fully with the requirements of the Data Protection Act 1998.

### **Parental Permission**

All parents and carers are advised at the beginning of the year about our usage of photographs and video images. They are asked to put in writing to the school office if they do not wish their child's image to be used in this way. If we do not receive written notification from the parent we will assume permission is given. This allows the school to take pictures of pupils engaged in education

activities such as sports events, drama productions, field trips, etc and to use these pictures internally. Where parents have given written notification then the children concerned will not have pictures taken of them.

### **School Performances**

Prior to each performance, an announcement will be made by the head teacher to inform the audience that parents are permitted to take photographs or videos, of their child/children. In order to safeguard our pupils, any photographs/videos that include more than the family members, cannot be published or used on any social media, without permission from the parents/carers of those who can be identified.

### **The Internet**

Only appropriate images will be used on the school website. Children will not be identified by their full name or address on the school website.

### **Mobile Phones**

*Please refer to St Margaret's Phone Policy.*

### **Use of digital cameras**

There are many ways in which the use of digital images is valuable for children's learning. We often use digital images to record the children's work, for example, art work or geography or science.

Images will be made only as appropriate for school-related activities.

As soon as images have been used for their intended purpose, they will be deleted. The school will not store digital images any longer than for their use in supporting pupil's learning during a particular piece of work.

No member of staff will keep photographs or videos of pupils on personal cameras or home computers. Staff will not use their personal mobile phones or any other device to take images of children.

### **Media publications**

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. Children will not be photographed if their parent have written into school denying their permission.

### **Monitoring and review**

This policy will be monitored by the governing body and revised, as appropriate, every three years or sooner if necessary.