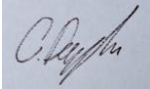
	Signed CoG: 	Name: Chris Douglas	Review Date: 9.11.23
	Signed Head: <i>AMartin</i>	Name: Anna Martin	Next Review Date: T2 2025-26

## Policy for the Use of Images

*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. It also covers forms of images/storage methods not currently used in school or not yet invented.*

### **Rationale**

Children’s learning and achievement is positively reinforced by the use of images. The use of images will follow best practice guidance as detailed below.

### **Aims**

- To enable images to be used in school to benefit and support children’s learning
- To enable the sharing of assessment in the EYFS via secure encrypted software
- To enable the use of images to celebrate achievement of children and the school both within and beyond the school including on the school’s closed (non-public) twitter group and website.
- To comply with the Data Protection Act (2000), Copyright and the Human Rights Act (1998) ensuring a right to a private life, and the common law of confidentiality
- To promote home/school links by enabling children to use the school website at home and parent to access and twitter.

### **Guidelines**

#### **Broad 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. In the case of photos taken during swimming lessons, care will be taken to ensure that images are appropriate.

Children’s images will not be used to promote advertising brands

Photographs/images should only be taken using school equipment that is left on the school site. There is a school iPad designed for taking photos to upload directly to the school Facebook Page and the website. This is mostly used by the Headteacher but staff can borrow this to take photos and videos. This will be stored in school and photos should be deleted once used.


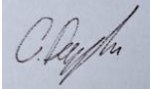
If a pupil is named on the website or Facebook their photograph will be omitted and if their photograph is used, their name should be omitted. Children’s surnames will not be used on the website or Facebook.

#### **Parental Permission**

Parents will be required to complete permissions information on Arbor when their children start school. If they do not complete this on Arbor then a paper document will be sent home for parents to sign. This will cover the 3 years that the child is in school and parents have the right to change your mind and withdraw permissions.

This policy will be provided (and be available on the school website) so that parents can familiarise themselves with it before signing the form.

The signed forms will be kept in the office.

	Signed CoG: 	Name: Chris Douglas	Review Date: 9.11.23
	Signed Head: <i>AMartin</i>	Name: Anna Martin	Next Review Date: T2 2025-26

It is expected that all children will be given permission with the exception of specific circumstances where this may pose a potential risk to a child's safety. Class teachers are responsible for ensuring compliance in safeguarding in this instance.

If an image has inadvertently been taken, and a pupil is easily identifiable (e.g. as part of a group) and this is a potential risk to the child's safety then the image will be blurred to conceal identity or shredded if in paper form.

Parents are kept informed of upcoming events by newsletter. Parents are asked to contact the Headteacher if they have any safeguarding issues and wish their child not to be involved.

#### 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, Reception children's first weeks in school, foundation stage observations etc) 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).

After children have left school images may be kept for use in further learning.

A passport size photograph of the child, provided by the parent/carer, will be used on their coat peg in Reception.

Photos of staff and children are shared regularly on the school's Facebook page, on the website and in the local magazine 'Downend Voice'. The purpose is to promote the school and share/celebrate the children's learning.

#### Newspaper images

Only children's first name will be used in conjunction with an image, if any.

#### School Website and Facebook

If a parent is unhappy with a published image for safeguarding reasons, they need to contact the school and it will be removed as soon as is possible for the website manager to do this.

The member of staff who has shared an image or published a picture is responsible for ensuring safeguarding and checking parental permissions.

Children's names will rarely be used on the website. When necessary only the first names will be used and without association with an image.

#### Taking of images by parents/carers - Photographs and videos

We will allow photographs and videos to be taken by parents/carers and family members at school performances and special events such as Sports Day. Parents/carers have the right to withdraw their child if they are not happy with this decision. By doing this we feel we are balancing freedom of expression/privacy and the family life of parents and also the protection of the rights and freedoms of the other children. Parents/carers are always told that they must not share any photos or videos without permission of the child's parents or carers for safeguarding reasons.

#### Taking of images by children

Children may take photographs of activities using school cameras as part of their learning as part of the Computing curriculum. Children are not permitted to bring devices such as mobile phones or iPads into school.