



Ringway Primary School

School Use of Photographs and Media Policy

Date reviewed: March 2018

To be next reviewed: March 2019

Ringway Primary School takes and uses photographic images of children to:

- Promote the life of the school for both current and future parents.
- Ensure a positive learning environment.
- Provide evidence of our achievements, supporting both our assessment procedures and accountability as a public organisation.

In some situations this material might be made accessible to the wider community via the school prospectus, website, Facebook, newsletters or newspaper articles. In such situations the school will endeavour to:

- Take photographs of groups rather than of individual pupils.
- Take distant rather than close up images.
- Not include the names, personal details or addresses of pupils.
- Meet the wishes of individual parents as far as they are practically possible.
- Regularly update staff with the names of those pupils who have photo restrictions placed on them.
- Remind parents at the start of school events about their obligations.

Parents

When taking photos or video images of assemblies, productions, etc. parents must:

- Respect any school request to refrain from taking photographs or recorded images.
- Refrain from taking photographs or recorded images of any individual child, other than their own.
- Only take photos or recordings for their own family use.
- Not place any images or recordings on any social media sites.

This policy should be reviewed annually by ICT Coordinator and Senior Leadership Team.