



Chantry Community Primary School

Policy for the Use of Images of Children

Autumn 2016

Image taking by parents, carers or family other members:

- Parents, carers, family members and friends can take images of their child and friends participating in some school activities for family and personal use.
- Photography and video filming will be limited to designated areas/times.
- Use of cameras and other equipment will be monitored.

Photos from school events with images of children other than your own including partial or background images, must not be posted on any social networking sites.

Images for school publications:

- The school will only take and use images that are appropriate and are considered to not be open to misuse.
- If an image of a child is used, the child's name **will not** be published, except by prior specific consent by a parent/carer.
- Children and parents should be encouraged to recognise the value of group photographs or recordings of school events.
- Images will be kept securely and held by the school for the duration of the pupil's time there, after which they will be destroyed.
- Images of children from the school will not be used to illustrate controversial subjects.

IMAGES TAKEN BY THE SCHOOL

Parents and carers will be asked to sign a consent form detailing the use of images when their child starts school. This information will be kept on a register in school.

Images for the school website:

- School websites are part of the internet and are more easily accessible than paper based school publications. The school will make sure that only appropriate images are used. Image filenames will avoid using children's names.

Webcams:

- Webcams are a useful tool for learning. They can allow an individual or class to interact over the internet with others and support links between pupils in different schools, countries and cultures.
- A webcam will only be used in appropriate circumstances such as a normal class setting.
- Both children and teachers will be made aware of when a webcam is in use.

CCTV:

- The school uses CCTV in some areas of school property as a security measure.
- Cameras will only be used in appropriate areas and there is clear signage indicating where it is in operation.

Children photographing one another

- Staff will supervise and maintain control over any photographing pupils do during on-school or off-site activities.
- The use of camera phones during the school day is not allowed. Children in years five and six may bring phones to school and hand them in to the Receptionist for safe-keeping during the school day.
- If it is found that cameras or camera phones have been misused, the school will follow its usual disciplinary procedures.

Signed:..... (Headteacher)

Date:.....

Signed:..... (Chair of Governors)

Date: