



Trent Vale Infant and Nursery School *and*

Beeston Rylands Junior School



POLICY FOR THE USE OF CHILDREN’S IMAGES IN SCHOOL

- **THIS DOCUMENT IS** a statement of the aims, principles and strategies for the use of children’s images at Trent Vale Infant and Nursery School and Beeston Rylands Junior School.
- **IT WAS DEVELOPED** in January 2008 through a process of consultation between the Headteachers
- **IT WILL BE** continuously reviewed, updated and approved by the Governing Bodies, Headteacher and Office Managers
- This policy will be **REVIEWED EVERY 3 YEARS**

Date of review	Spring 2011	Spring 2014	Summer 2017
Signed			

This policy covers the use of photographs, digital photographs, webcam, film and video recordings that show children taking part in the life of our schools

Introduction

1. Trent Vale Infant and Nursery School and Beeston Rylands Junior School believe that the responsible use of children’s images can make a valuable contribution to the life and morale of the school. The use of photographs in school publicity materials can increase pupil motivation and help parents and the local community identify and celebrate the school’s achievements.
2. We only use images that the Headteacher and Governing Body consider suitable and which appropriately represent the range of activities the school provides and the values it adheres to. No images will be used which could be considered to put any child at increased risk.
3. Through this policy we aim to respect young people’s and parents’ rights of privacy and minimise the risks to which young people can be exposed through the misuse of images. The policy takes account of both data protection and child protection issues.

Data protection

4. Photographs and video images of pupils and staff are classed as personal data under the terms of the Data Protection Act 1998. We will not use images of identifiable individuals for school publicity purposes without the consent of either the individual themselves or, in the case of pupils, their parent, guardian or carer.
5. **General consent** is requested through the completion of the attached *consent form*. This is completed as part of the school's admission procedures. General consent is sought for using children's images for the purposes outlined in this policy.

Specific consent may be sought from parents for particular projects involving the taking of children's photographs. In seeking specific consent, we will ensure that parents are clear why we are using a child's image, what we are using it for and who might want to look at the pictures. Any specific consent may be obtained either in writing, by text or via telephone from the Headteacher.

6. All images will be stored securely when not on display and used only by those who are authorised to do so. Images of children who have left the school will be kept for as long as they are relevant and be used for internal display purposes only. They will not be included in promotional material. Unused photographs will be destroyed or offered to the children concerned where appropriate.

Child protection

7. We will only use images of children in suitable dress. The Headteacher and Governing Body will decide if images of some activities – such as sports or arts – are suitable without presenting risk of potential misuse.
8. Any evidence of the use of inappropriate images, or the misuse of images, will be reported to the school's child protection designated teacher, the LA, Social Care and/or the police as appropriate.
9. Individual pupils will not be named in conjunction with their image and we will never use an image of a child who is subject to a court order.

Websites

10. We will adopt the same principles as outlined above when publishing images on the internet as we would for any other kind of publication or publicity material. However, the school recognises that there is no control over who may view images, and consequently there is a greater risk of misuse of images, via the internet. We will therefore give specific consideration to the suitability of images for use on both the school's website and virtual learning environment (Fronter).
11. Images, and accompanying details, will only be used in line with any current government guidance.

Webcams, tablets, mobile phones and other digital image recording devices

12. The school recognises that webcams, mobile phones and other digital image recording devices can be used to take images without people's knowledge. If any webcam is in use, the area will be signposted so that people know the webcam is there before they enter that area.
13. Misuse of tablets, mobile phones and other digital recording image devices that can take and transmit images will be regarded as a breach of school discipline and dealt with accordingly. Such tablets and phones will not be allowed in areas where children are changing and must not be used to take children's photographs in school without their knowledge and consent. Personal tablets, mobile phones and other digital image recording devices are not allowed in areas where pupils are present.

External photographers and events

14. If the school invites or permits an external photographer to take photographs within school, we will:
 - Provide a clear brief for the photographer about what is considered appropriate in terms of content and behaviour
 - Issue the photographer with identification which must be worn at all times
 - Let children and parents know that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs
 - Not allow unsupervised access to children or one-to-one photo sessions at events.
15. The same conditions will apply to filming or video-recording of events.
16. Photographs taken by journalists are exempt from the Data Protection Act as newspapers are subject to strict guidelines governing the press. Newspaper photographers may only take photos of children with permission from the school. If asked the school will provide names and ages of children for publication after requesting specific consent from parents to do so. No specific address and no other contact details will be supplied.
17. The school recognises that parents or other spectators may want to photograph or video at some school events – assemblies, productions, sports days, etc. As long as the images are intended for family or private use only there is no breach of the Data Protection Act. The Act however, would be contravened if these images were published in the media or put on the web. The school reserves the right to ask any individual to stop using a camera if they are not known to the school, if they become intrusive or if they appear to be invading children's privacy.
18. Similarly, children may take photographs on school visits. However, cameras will be confiscated if their use is deemed to contravene any aspect of this policy.



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USE OF CHILDREN'S IMAGES IN SCHOOL

Name of Child _____

I have read and understood the content of the Trent Vale Infant and Nursery School and Beeston Rylands Junior School policy for the use of children's images in school.

Yes I give my consent for images, taken according to this policy, to be used by the school.

No I do not give my permission for images of my child to be taken and used by the school

Name of the person responsible for the child:

Relationship to the child:

Signature of the person responsible for the child:

Date:
