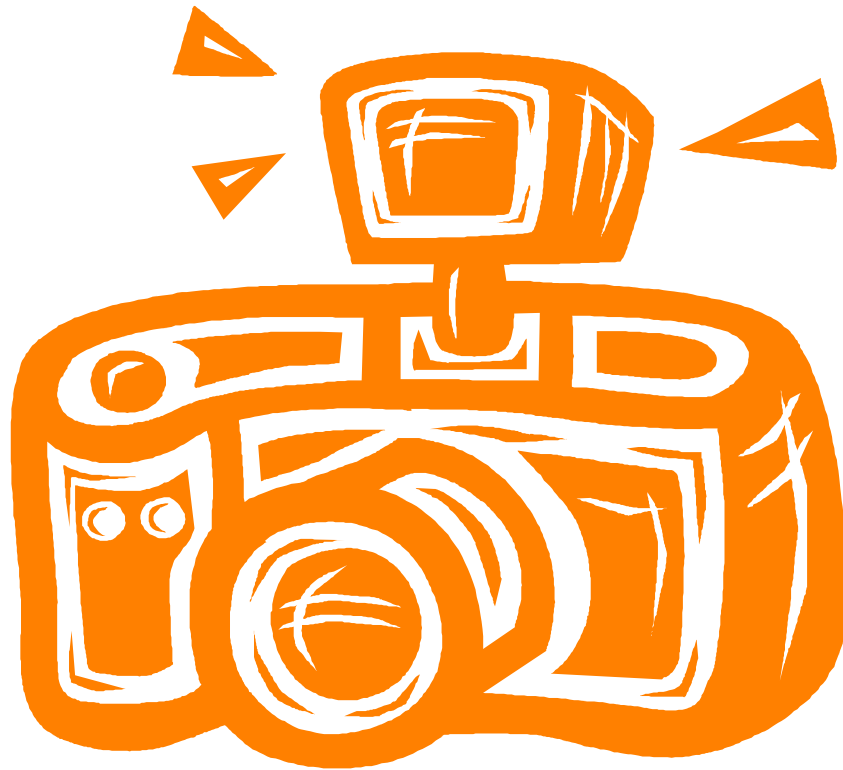


St Andrew's CEVC Primary School, Great Yeldham

The use of videos and photographs at school events



**St Andrew's CEVC Primary School
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Great Yeldham
Halstead
Essex
CO9 4PT**

Introduction

Photographs and video for school and family use are a source of innocent pleasure and pride, which can enhance the self-esteem of children and young people and their families. The word photography is used in this policy to include traditional photographs and digital images of any kind, still or moving. Parents/carers are not required to comply with the Data Protection Act 1998 when taking photographs for their own private use of their children at an organised event. Parents should not be stopped taking photographs for their own private use because of concerns of contravening the Data Protection Act. However we must always be mindful of the need to safeguard the welfare of children in our school, and issues of child protection, data protection and parental consent will be given careful thought. Images may be used to harm children, for example as a preliminary to 'grooming' or by displaying them inappropriately on the Internet. This policy will apply to all forms of publications; print, film, video, DVD, on websites and in the professional media. Where another body provides services or activities separately, using the school premises, the Governing Body will ensure that the body concerned has appropriate policies and procedures in place in regard to safeguarding children.

Consent Forms

- All parents of pupils in the school will be asked to sign a consent form to gain permission to be included in photographs and/or videos of school events. (See Appendix 2).
- All parents of pupils in the school will be asked to sign a consent form to gain permission to be included on the school website. (See Appendix 3).
- If parents/ carers disagree over consent for their child, it will be treated as if consent has not been given.

Use of Images

Parents and carers

- The school will decide if the event is one at which photography and videoing will be permitted.
- When informing parents of the event, they will be informed of the schools decision, when photographs are not permitted.
- Only images of children suitably dressed will be allowed to reduce the risk of images being used inappropriately. Special consideration will be given to photographs taken during PE (sports day) and swimming.
- Those parents and carers in the school to help with assisting children to dress or change for special events e.g. School Performances/Shows, will not be allowed to take photos or videos during this time.

Schools

- If a photograph is likely to be used again it will be stored securely and only

accessed by those people authorised to do so.

- When photos are destroyed, the negatives will be destroyed as well, where the image is kept electronically (e.g. CD the disk will be made unusable).

Children who should not be identified

- Every effort will be made by the school to prevent capturing of the image of any child who should not be identified.

Media Photographing and Filming

The media operate under their own Code of practice. Photographs taken by the media are usually exempt from the Data Protection Act.

- If the media are invited into school for publicity purposes parents/carers of those children likely to appear will be informed.

Video Conferencing

Where parents have asked that their children's images should not be included in video conference every effort will be made to avoid this.

Mobile Phones

These phones can take and transmit images and the same rules apply as for other photography, the user needs to recognise that any pictures taken are for personal use only.

Guidance for Parents

- Any images must be taken for personal use and images other than their own child must not be put on the web/internet, and that if they are Data Protection legislation may be contravened.
- A copy of the 'Use your camera and video courteously' code' will be given to all parents/carers. See Appendix 1.
- People with no connection to our school will not be allowed to photograph – staff will question anyone they do not recognise who is using a camera and or video recorder at events and productions.

Appendix 1

'Use your camera and video courteously'

A guide for parents who wish to use photography and/or video a school event

Generally photographs and videos for school and family use are a source of innocent pleasure and pride, which can make children, young people and their families feel good about themselves. By following some simple guidelines we can proceed safely and with regard to the law.

- Remember that parents/carers and others, attend school events at the invitation of the head and governors
- The head and governors have the responsibility to decide if photography and videoing of school performances is permitted
- The head and governors have the responsibility to decide the conditions that will apply so that children are kept safe and that the performance is not disrupted and children and staff not distracted.
- Parents and carers can use photographs and videos taken at a school event for their own personal use only. Such photos and videos must not be sold and must not be put on the web/internet. To do so would likely break Data Protection legislation.
- Parents and carers must follow guidance from staff as to when photography and videoing is permitted and where to stand in order to minimise disruption to the activity.
- Parents and carers must not photograph or video children changing for performances or events
- If you are accompanied or represented by people that school staff do not recognise they may need to check who they are, if they are using a camera or video recorder.
- Remember that for images taken on mobiles phones the same rules apply as for other photography, you should recognise that any pictures taken are for personal use only.

Appendix 2

Dear Parents,

There are key events in the life of a school where the parent and wider community will naturally wish to have a visual record of the proceedings. Unfortunately, the actions of a minority in misusing visual images, have meant that schools need to pay particular attention to the requirements of data protection legislation. Following guidance received from the Local Education Authority, we are seeking written permission for your child to be photographed during school events, such as concerts or sports days.


No one would reasonably wish to constrain the legitimate use of photography at what are intended to be happy events for the school community and for individual families. Where a parent or carer does object, either in general, or in respect of a particular event, this could well result in the child not being able to take part in some, or all, of the activity.

I would be grateful if you could sign the permission slip below if you have no objection to your child being included in photographs and/or videos of school events. Separate written permission will be obtained where we intend to use images in a publication, such as our school prospectus.

Yours sincerely,

Ms. M. M. Trappitt

Headteacher



Photography at School Events

I have no objection to my child (Name of Pupil) being photographed at school events.

Signed..... Parent/Guardian

Date.....

Appendix 3

Dear Parents/Carers

The school wishes the school's website to reflect the diversity of activities, individuals and education that can be found at St Andrew's Primary School. However, the school recognises the potential for abuse that material published on the internet may attract. The website will include photographs of pupils' work as well as photos of pupils at work and enjoying other events, such as Christmas Plays. Please could you return the slip below to indicate if you give permission for your child to appear on the website. Of course, surnames of children will not be published and no links will be made to children and their home address. To respect the wishes of every parent/carer we will only use photographs of children who have returned the form below giving consent.

If you have any further questions about individuals on the school website please contact the school for further information/clarification.

Yours sincerely

Ms. M. M. Trappitt

ST ANDREW'S SCHOOL WEBSITE

Please return the slip if you have no objections to your child's photograph appearing on the school website.

I _____ the parent/carer of _____

give permission for my child's photograph to be shown on the school's website.

Signed _____ Date _____

Revised by M Trappitt – **January 2011**

Shared with staff - **January 2011**

Shared with Governors - **March 2011**

Review date – **January 2014**