



# St Mary's CE Primary School

## Photographic Images Of Children Policy

All the activities in St Mary's School are carried out in the Christian spirit and should promote the school values of Faith, Family and Future – Building a positive future for all as part of God's loving family.

St Mary's School prides itself in providing equal opportunities for all members of its family regardless of disability, religion, sexual orientation, culture, gender, ethnic origin, colour or age. All pupils have access to the English curriculum, and the right to a learning environment which dispels ignorance, prejudice or stereotyping.

All those who come into contact with children, whether parents, carers or professionals, have a duty to safeguard and promote the welfare of children. The staff and governors at this school consider the safety and welfare of children to be of paramount importance. It is for this reason that this policy has been developed, and for this reason that we request that all parents and carers support the school in implementing the policy.

### Rationale

This school is committed to safeguarding young children and promoting their welfare and this is reflected in this policy. Parental and Governor concerns focus on issues of privacy, child protection and copyright ownership. This policy seeks to address these issues sensitively.

### Parental Permission

Consent will be sought from parents/carers for images taken by school or external photographers for use in the media. This will be in the form of a consent slip.

Parents of children joining the school will be informed of school policy and asked to complete a 'Parental Consent for Data Sharing' form (Appendix 1). It is the responsibility of the parent to request changes to this document if required. If school make any changes to the form, a copy will be re-issued to all parents.

### School Practices

There are an increasing number of occasions when adults and children in school need to take photographs or make videos. e.g. recording assessment, curriculum activities. This is good practice and supports development of a range of skills e.g. computing, speaking & listening.

- Images taken by school staff will be used in their intended context only and will not be used to illustrate sensitive or negative issues.
- All children will be appropriately dressed
- If a name is required, only the first name will be used if this is possible.
- Images will represent the diversity of the children participating
- Images likely to cause distress, upset or embarrassment will not be used
- Any concerns relating to inappropriate or intrusive photography will be reported to the Headteacher (or in her absence the Deputy)
- Inappropriate behaviour will be challenged
- Stored images will be regularly reviewed, under the management of the ICT and Safeguarding Children co-ordinators and unwanted material deleted

### Displays In School

Still photographs will depict children in an appropriate way (see above) so that levels of integrity and decency are maintained.

### Out Of School Events

St. Mary's staff will not be responsible for monitoring the recording of images by parents and others.

## **Student Training And Portfolios**

During teacher training and other training and with newly qualified staff, colleagues are sometimes required to compile portfolios with images of children in lessons. Staff should act responsibly in such instances. The Safeguarding Lead will oversee images submitted within portfolios and consider their appropriateness. The person owning the portfolio will be responsible for submitting images for Leader consideration.

## **Children Photographing Each Other**

This can occur during school and offsite activities (including residential trips). Parents/carers are responsible for monitoring their child's use of personal cameras and the subsequent use of the images involved

## **Newspapers**

- Team Photographs – Only children with parental consent (see above) will be allowed to be part of photos for publication. No child will be excluded from being a team member, or otherwise singled out, because they do not have permission.
- Photo opportunities – Newspapers will not normally print anonymous photographs and, therefore, parental permission will be the key guidance in these instances. Only children who have permission (see above) will be photographed for the media.
- T.V & Film images – these will be planned for on an individual basis, following the school's policy.

## **Internet/Intranet**

Images of adults and children will only be published on the internet (e.g. the school website) if parents have given permission.

## **Mobile Phones**

Children who bring mobile phones into school must hand them (switched off) in to the school office at the start of the day and collect them at the end.

Adults bringing mobiles into school must adhere to the school's policy on making images.

## **Use of cameras (film & digital), video cameras and mobile phone cameras by parents & carers**

There are occasions during the school year when children will take part in school activities and parents/ carers/relatives will attend. E.g. concerts, services, Sports Day, school trips and visits.

Still photographs can be taken by parents/carers/relatives or family friends. Videos can be taken but those operating them must not obstruct the view of others or stand in walkways/doorways. This is a health & safety hazard and failure to comply will result in the event being stopped.

The school strongly urges parents not to post images containing children other than their own on the internet e.g. Facebook.

Any parent/carer who does not wish their child to be in photographs or videos on such occasions will need to inform school, in writing, that they wish to withdraw their child from the event.

This policy was adopted by: St Mary's C.E. Primary School, Davyhulme	Date: November 2019
To be reviewed: November 2021	Signed:

## Appendix 1

<b>Parental Consent for Data Sharing</b>		
Please circle YES or NO to the consents/permissions listed below whilst your child is in attendance at school		
Name of child/children:		
<b>ParentPay</b>		
Email address/es to be used for communication including for information regarding out of school activities, Before and After School Clubs, PTA events	YES	NO
Mobile telephone number/s to be used for communication including for information regarding out of school activities, Before and After School Clubs, PTA events	YES	NO
<b>Photographs/Images</b>		
Internal displays	YES	NO
Class Dojo	YES	NO
School website	YES	NO
External marketing e.g. newspapers, events at other schools such as sports events or maths challenges	YES	NO
<b>Educational Record</b>		
To share my child's educational record with selected third parties e.g. secondary schools and other primary schools that they will be moving on to	YES	NO
To use their educational record to inform internal SEND assessments to support provision	YES	NO
<b>Educational Service Providers</b>		
To share my child's data with organisations who provide educational services for the school:		
SIMS (school information managements system involving parent contact details)	YES	NO
CPOMS (Safeguarding Children Tracking system)	YES	NO
Otrack ( internal assessment tracking software)	YES	NO
Mathletics (online maths activities and homework)	YES	NO
Travel Tracker (Walk to school rewards system)	YES	NO
Tapestry (Reception assessment system)	YES	NO
PE Passport (PE assessment system)	YES	NO
Seesaw (App for sharing work internally on ipads)	YES	NO
Booster Phonics (Support for reading)	YES	NO
Read theory (online reading comprehension homework)	YES	NO

The school is registered under the Data Protection Act (1998) for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DFE. These permissions ensure that the school is compliant with the GDPR 2018. For further information, please refer to our Privacy Notice which is available on the school website. A copy is also included in this pack. Parents have the right to withdraw or change their permissions at any time.

Signature of parent/carer:

Date: