

# Barford St. Peter's C.E. (V.A.) Primary School

**Together we love; together we learn**



## Photographic Images Policy

Date adopted: October 2024

Review date: October 2026

## **Context**

This policy should be read in conjunction with the school's Child Protection & Safeguarding Policy and internet safety policy.

This policy outlines appropriate use of images of children at this school. It covers still, video and electronic photographic images. The policy is intended to enable full and proper use of photographic images while complying with the provisions of the data protection legislation and preserving the safety of children.

## **Practice**

When photographing or videoing children, the school will:

- Ensure that all school staff comply with the permissions as stated in the parental consent forms,
- Only name children if there is a particular reason to do so, e.g. they have won a prize, and only with the express permission of parents as outlined in consent forms,
- Not use the photograph out of context,
- Not use the photograph to illustrate sensitive or negative issues,
- Ensure that all children are appropriately dressed,
- Aim to show images in a surrounding learning context,
- Ensure that images are not likely to cause distress, upset or embarrassment, and
- Regularly review stored images and delete unwanted material.

## **Parental Permission**

Use of images of children requires the consent of the parent/carer. Permission will be obtained using consent forms which are collected during a child's induction into school.

Consent forms cover both photographs in publications, for example village voices, and on websites and twitter. Parents will be asked at the beginning of each academic year if they wish to change their permission and if so to communicate this to the Head in writing. If parental/carer permission is refused, the school must make every effort to comply sensitively.

## **Recording of children**

To allow the appropriate recording of children by parents/carers, the school will:

- Obtain parental permission through consent forms
- Be aware of any child who should not be photographed
- Monitor the use of cameras and anyone behaving inappropriately.

All parents will be reminded before school events such as plays or sports days that they must only take photographs or videos of their own child, and that under no circumstances should any child other than their own be posted onto social media.

In the event a parent breaches this policy a meeting with the head teacher would take place and the parent would be asked to remove the image immediately.

### **Mobile Phones**

Children are not permitted to use mobile phones in school and these are handed into the school office on arrival/ departure by children. Children will be expected to adhere to the internet safety policy when using their own devices before or after school.

Teachers should under no circumstances use their own device or mobile phone to take images of children, in line with the staff code of conduct.

This policy will be reviewed in October 2026.