



Use of Images Policy

Last reviewed – Autumn 2017

Next review – Autumn 2020

Image taking by parents, legal guardians or family members:

Parents, legal guardians, family members and friends can take images of their child and friends participating in school activities for family and personal use subject to the following:

- Parents will be asked for their permission before any photography is allowed (using the image consent form sent out at least annually – see Appendix 1);
- Before they are allowed to take images during school activities, parents or legal guardians have to sign an agreement that any images they take will not be used inappropriately (using the image consent form sent out at least annually – see Appendix 1);
- Photography and video filming will be limited to designated areas;
- Use of cameras and other equipment will be monitored;
- On certain occasions, the school will record the event and make copies available to all parents, for which there may be a charge.

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 full name **will not** be published. If a full name is published, **no image will be used** without specific consent;
- Children will be made aware of why their picture is being taken and how it will be used;
- Children will be given the option to not have their image used if they are the sole focus of the picture;
- 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 or securely archived;
- Images of children from the school will not be used to illustrate controversial subjects.

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;
- Cameras are used in appropriate outdoor 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 school does not allow mobile phones in class but they may be brought to school and left securely with the school office (on arrival) so that a phone is available for journey to and from school if necessary;
- Camera use (including phone cameras) is restricted to specific events, such as school trips and the Yr 5/6 Residential trip.



Appendix 1 - Parent's/Carer's Consent to Take and Use Images of Children

Key Policy Points:

- Danehill CEP School recognises that a balance between the low risk of misuse and the numerous positive results of colourful, well produced school material is necessary.
- The school will only take and use images (photographs, videos and DVDs) that are appropriate and are considered to be safe from misuse.
- Children will be made aware of why their pictures are being taken and how they will be used.
- The school will take extra precautions to ensure that only appropriate images are used for the school website, and other websites such as Youtube or Twitter.
- If an image of a child is used, the child's full name **will not** be published. If a name is published, **no image will be used** without specific consent.
- The children may bring mobile phones to school but they must be given to the office staff immediately on arrival, where they will be placed in a locked drawer. The mobile can then be collected at the end of the day.
- Parents and carers will be asked to sign an agreement that any images they take during school activities will not be used inappropriately.

PARENTS

Please read our Policy for the Use of Images of Children and indicate whether you agree to your child's images being taken. You have the option to indicate whether or not you consent to your child's images being taken and used for different purposes.

You can withdraw your consent at any time by writing to the school.

Name of child (block capitals)		
Child's date of birth		
Name of parent or carer (block capitals)		
<p>I have read the school's policy on the use of images of children and I agree to its provisions. <i>Please give your consent by circling 'yes' or 'no' next to each statement. Your child's images will not be taken/used as specified, if you do not give your consent.</i></p>		
I give my consent to images of my child being taken and used for official school purposes of promoting or publicising school events in accordance with the guidelines of the policy for the duration of their time at the school.	YES	NO
I give my consent to images of my child being used on the Word Wide Web, on sites such as the school website, Twitter and Youtube.	YES	NO
I give my consent for images taken by the school in accordance with the guidelines of the policy to be used for official East Sussex County Council publications.	YES	NO
I give consent for images to be taken by the local newspapers.	YES	NO
I give my consent to my child being included in any images taken by other parents or carers who wish to photograph or record school events in which their children are participating. <i>All parents or carers will be asked to sign an agreement for appropriate use of images they take during school events. Please see below.</i>	YES	NO
I agree that any photographic or video images I as a parent or carer might take at school events will not be used inappropriately.		
I agree that I will only use photos of my own child / children on any social media site (unless permission has been explicitly sought from the parents of children who are not members of my family)		
Signature of parent or carer of the child	Sign:	Print:
Relationship to the child		
Date (date/month/year)		

NB: There may be other circumstances, falling outside the normal day to day activities of the school, when images of children are needed. The school recognises that in such circumstances specific consent from the parent or legal guardian will be sought before any photography or filming of children starts. If you have concerns or queries about any of this information, please contact the school.

It is essential that this document is completed and returned to the School Office by September 2016 . Many thanks.