



Lickey Hills Primary School and Nursery

Guidance to support the safe and appropriate use of images in school

*For a copy of the full policy please ask at the school reception.

There are many occasions when staff and parents will want to take photographs of children. Such occasions include everything from observation, evidence, assessment and curricular purposes in the classroom to award ceremonies, performances, trips and sporting events as part of the extended activities programme. The intention of this guidance is to set out clear guidelines which will balance the use of photography as a source of pleasure and pride with the need to safeguard children and protect the rights of the individual.

The welfare and protection of our children is paramount and consideration should always be given to whether the use of photography will place our children at risk. For this reason consent is always sought when photographing children. A list of children for whom consent has been refused will be maintained by the school and every effort will be made by staff not to include these children in photographs or video footage. The list will be updated on a regular basis.

The parent/carer will be asked to confirm, in writing, that they will inform the school if they no longer wish images of their child to be used for any reason. However, once images are in circulation or have been published, it may be impossible to remove them, although every effort will be made to ensure they are not used in future publications.

Photographic and/or video images taken by staff may be used for curricular and/or extra-curricular activities, displays, on the setting website, in the setting prospectus or newsletter, as evidence of the child's development or as part of publicity in the media.

Staff will ensure that:

- They have parental permission to take; store and/or display the images.
- They are clear about the purpose of the activity and what will happen to the images when the activity is concluded.
- They always use setting equipment for taking images.
- They never record images using their personal camera, mobile phone or video equipment or for their own personal use.
- They will never photograph children in a state of undress, for example whilst changing for PE or a performance.
- They will report any concerns about inappropriate or intrusive photographs found to the Senior Designated Person (Miss Salisbury) following the setting's safeguarding procedures

Parental Photography: In many cases, photographs taken at school events form an important part of family albums. Everything possible will be done to ensure that this tradition continues. Parents are welcome to take photographs of their own children at award ceremonies, setting concerts/shows and sporting events, with the permission of the Headteacher. However, care must be taken not to interfere with the smooth running of the event, breach commercial copyright laws or compromise health and safety.

Parents/carers will ensure that:

- They will respect the setting's decision to prohibit photography of certain children or a particular event.
- Any images taken are for personal use only.
- Images including children **other than their own, must not be sold or put on the internet**; if they are, Data Protection legislation may be contravened and they will be asked to remove them.
- They will not use any images of children so as to cause offence or harm.

The Use of Cameras and Video Recordings by Children

From time to time, children may be given the opportunity to use setting equipment to take photographs and/or video footage as part of a curricular or extra-curricular activity. Children should not use personal equipment in the setting for the purpose of taking photographs or video footage, unless being used as a learning resource. This includes the use of personal Smartphones which should be kept in the class teacher's locked cupboard if in school. The only exception to this is on a setting trip or visit where children may be allowed to take photographs for their own personal use. It should be made clear that these images should be taken responsibly and not used to upset any other child. **The use of images to bully or intimidate, including publishing photographs without permission on the internet, will be dealt with in line with the**

setting's Positive Behaviour and Anti-bullying policies and may be viewed as a criminal offence.

Press: On occasions, the media are asked to cover school events or to highlight children's successes. The media operate under their own Code of Practice. Parents will be informed by the school in advance if their children are likely to appear in the press. Local newspaper titles may share their images with other titles within the same syndicate. Any child whose parents have withheld permission, will not be photographed by the media.

School Publicity: Photographs of children's activities and achievements may be published in the school newsletter or prospectus and posted on the setting website. Names of individual children will not be attached to photographs and no contact details will be published. Where photographic permission has been withheld, photographs will not be published.

Taken from Worcestershire County Council 'Guidance to support the safe and appropriate use of images in schools and settings'

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