



Image taking by parents, legal guardians or family members:

We fully understand that parents and carers like to take photographs of their children in school plays etc. and so we ask that the following requirements are met:

- Parents, legal guardians, family members and friends can take images of their child and friends participating in school activities for family and personal use.
- Parents will be reminded that images must not be uploaded to websites, social media sites or similar.
- Photography and video filming will be limited to designated areas.
- Use of cameras and other equipment will be monitored.

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 (first name and surname) **will not** be published; if a full name is published, **no image will be used** without specific consent.
- 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 photographs or recordings of school events.
- Images of children from the school will not be used to illustrate controversial subjects.

National/Local Press:

If the press is invited into school:

- The school will only allow 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 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.

Images for the school internet based media:

School websites and the school's own social media accounts (e.g. Twitter, Facebook) 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.

Children photographing one another:

- Staff will supervise and maintain control over any photographing pupils do during on-school or off-site activities.
- Camera phones are less visible and can be used to bully or take inappropriate images. It is school policy not to allow pupils to have mobile phones (including camera phones) with them at school. If parents feel that there is a specific reason why it is necessary for their children to have a phone with them (e.g. child walks to/from school alone) then the phone must be handed in to the school office throughout the whole of the school day.
- If it is found that cameras or camera phones have been misused, the school will follow its usual disciplinary procedures.



ST MARY'S CATHOLIC PRIMARY SCHOOL

Policy for the Use of Images of Children [June 2015]

Key Policy Points:

- St Mary's 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 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 internet based media.
- If it is found that a camera phone has been misused the school will follow its usual disciplinary procedures.
- If an image of a child is used, the child's name **will not** be published. If a name is published, **no image will be used** without specific consent.

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 used for different purposes.

You may 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 legal guardian (block capitals)	

Please circle the appropriate answer alongside each statement below

I have read the school's policy on the use of images of children	Yes	No
I give my consent to images of my child being 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 school website and school's own social media pages (e.g Twitter, Facebook)	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 and newspapers.	Yes	No
I agree that any photographic or video images I as a parent or legal guardian might take at school events will not be used inappropriately, uploaded to websites, social media sites or similar.	Yes	No

Signature of parent or legal guardian of the child	
Relationship to the child	
Date (date/month/year)	