

WILTON AND BARFORD PRIMARY SCHOOL



SAFE USE OF IMAGES (PHOTO'S & VIDEO'S) POLICY

Aims

We aim to use photographs and cameras at Wilton and Barford Primary School for:

- Assessment, planning and recording
- Observation tools
- Information for visitors and parents
- Training purposes
- Language extension
- Teaching and learning resources (with particular links to ICT and Global Awareness)

Use of Images (photographs and video)

Images are used extensively throughout Wilton and Barford Primary School for a variety of purposes. Generally staff take images of the children throughout the year to capture a particular example of play or something that a child has achieved. In addition we use photographs for:

Images	Purpose
Displays of children's work	A record of ideas and topic references for future use
Examples of children's play/work/activity	As a part of an individual child's profile and evidence of practical learning activities
Classroom areas	To show the range of activities there for children, visitors and parents
Observations of children learning	For assessment and planning information
Class albums	For children to look at and talk about
School Web page	For children and families to access at home
School policy folders	To explain the work of the school to parents and visitors
Special events and festivals	As a record of the school year and for children and parents to look at and talk about
Birthday display	Used as a class resource for talking about birthdays, months of the year etc
Golden Time Display	Used as part of the school's behaviour policy
Photographic maps of the school and local environment	A resource for topic work usually focused in on knowledge and Understanding of the World
From home in the All About Me booklets	To act as a link between home and school when the children start at Wilton and Barford Primary School
Children's own photographs	Children take photographs at school often on the digital camera, to gain experience in using technology

Points to Consider

We are aware of the need for sensitivity when taking images and observe the following:

- ⊕ The child does not object to having his/her image taken
- ⊕ Images are used to show positive issues (e.g. a piece of work that the child has worked hard on or is pleased with, children playing co operatively together.....)
- ⊕ We are inclusive so that gender, race, Special Educational Needs, and differing abilities are reflected in a balanced way
- ⊕ There may be cultural issues of which we need to be aware when taking photographs of children from different ethnic minority groups
- ⊕ Students, visiting professionals or researchers who need to take images as part of their work, are made aware of the need for confidentiality and that children will not be named or identified in any other way.
- ⊕ Parents are made aware of our use of cameras, and the location of this policy through the school prospectus, and have the opportunity to voice any concerns.

Parents Photographing and Videoing Children at School

Parents may take photographs/videos of school events subject to ordinary courtesies such as not obscuring the view of other audience members or distracting the children.

It is, however, important to note (and to advise parents if necessary) that photographs/video footage should not be published in print or digitally (e.g. on websites) without the approval of the parents of all the children featured in the photograph/video. This applies both to individuals and to schools.

Addresses should never be published in association with photographs.

'Use your camera and video courteously'

A guide for parents who wish to use photography and/or video a school event

Generally photographs and videos for school and family use are a source of innocent pleasure and pride which can enhance self esteem for children and young people and their families. By following some simple guidelines we can proceed safely and with regard to the law:

- 🌐 Remember that parents and carers attend school events at the invitation of the head and governors.
- 🌐 The head and governors have the responsibility to decide if photography and videoing of school performances is permitted.
- 🌐 The head and governors have the responsibility to decide the conditions that will apply in order that children are kept safe and that the performance is not disrupted and children and staff not distracted.
- 🌐 Parents and carers can use photographs and videos taken at a school event for their own personal use only. Such photos and videos cannot be sold and must not be put on the web/internet due to existing Data Protection legislation, which in such circumstance is likely to be contravened.
- 🌐 Recording or photographing other than for private use would require the consent of all the other parents whose children may be included in the images.
- 🌐 Parents and carers must follow guidance from staff as to when photography and videoing is permitted and where to stand in order to minimise disruption to the activity.
- 🌐 Parents and carers must not photograph or video children changing for performances or events.
- 🌐 If you are accompanied or represented by people that school staff do not recognise they may need to check out who they are if they are using a camera or video recorder.

Wilton and Barford CE VC Primary School



Image Permission Form

Dear Parents

Occasionally, we may take photographs of the children/young people at our school. We may use these images in our schools prospectus or in other printed publications that we produce, as well as on our website or on project display boards at our school. We may also make video or web cam recordings for school-to-school conferences, monitoring or other educational use. Wiltshire LA may also use our photographs of pupils to illustrate work in Wiltshire schools, in council publications, and the Internet.

From time to time the media may visit our school and may take photographs, film footage or carry out radio interviews. Pupils may appear in these images, which may appear in local or national newspapers, or on televised news programmes. Photos for the media and other publicity purposes may also be taken at events where our school is taking part.

Please complete the grid to identify how you wish images of your child to be used and return the completed form to the school as soon as possible.

Please also note that the conditions for use of these photographs are on the back of this form.

Images of _____ (pupil's name) may be published in the following ways:		
On the school web site	Yes	No
In the press and media	Yes	No
For displays within school	Yes	No
I have read and understood the conditions of use on the back of this form.		
Signed: (Parent/Guardian)	Date:	

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies

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Wilton and Barford CE VC Primary School

Conditions of use of Images

1. This form is valid for the period of time your child attends this school, plus one year after they leave, to enable us to publicise the work of final year pupils. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings for more than one year after your child leaves this school(unless permission has been specifically sought).
3. If we use photographs of individual pupils or small groups of pupils, we will avoid using the full name (which means first name and surname) of that child in the accompanying text or photo caption. Please note that the media are likely to use first names and surnames in their publications/broadcasts.
4. We will not include personal e-mail or postal addresses, telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
5. We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".
6. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
7. We may include pictures of pupils and teachers that have been drawn by the pupils.