



# Robert Clack School of Science

## Policy for the use of Images of Children 2015 – 2016

13/10/2015

Ratified on : .....

Signed by : *Niall J. Geach*  
.....  
(Chair of Governors)



## Robert Clack School of Science Policy

### 31. Policy for the Use of Images of Children

The **Governing Body, Head Teacher and Staff** will ensure that the policy is implemented equally in all cases without discrimination.

#### **Images taken by parents, legal guardians or family members:**

Filming or photographing of school events by parents is not encouraged.

#### **Images taken by members of staff:**

- No images of pupils may be taken unless authorised in curriculum or extra – curricula activities.
- Staff must not use their own camera to capture images of pupils unless parental permission has been given
- All images of pupils must be stored securely and not taken off site

#### **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 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 opt out
- 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 identifying children.

#### **General Notes**

- Images will be destroyed or deleted from data bases once they are no longer required for the purpose for which they were taken.
- Photographs contributing to the history of the school, its pupils ,activities or the community may be retained indefinitely

- All parents/guardians/carers of pupils in the school will be asked to sign a consent form to gain permission to publish photographs in public places including websites

### **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.
- 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 as a security measure. Cameras will only be used in appropriate areas and there is clear signage indicating where it is in operation. (Please see CCTV policy)

### **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 not school policy to allow pupils to bring camera phones on site.
- If it is found that cameras or camera phones have been used, the school will follow its usual disciplinary procedures.

### **Images Taken By the Media**

- If the Media are invited into the school for publicity purposes parent/guardians/carers of those pupils likely to appear will be informed
- The Media operate their own code of practice. Photographs taken by the Media are usually exempt from the Data Protection Act.