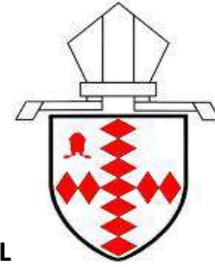




NUTFIELD CHURCH (C OF E) PRIMARY SCHOOL



Policy on the Use of Photographic/Video Images

Nutfield Church (C of E) Primary School Mission:

- We are a church school, which believes in the importance of **community**, where people from all races, religions and cultures act in **peace** together.
- Our pupils, staff and families work together as a team, with **wisdom** supporting each other through our learning. We have **hope** in our challenges and in our successes.
- We recognise the **dignity** and ultimate worth of each person created in the image of God, further shaped by the person, teaching and example of Jesus. We look to the future with **joy**.

Reviewed: July 2018

Next Review: Summer 2019

Introduction

We live in an age in which digital technology has vastly increased in use, and potential misuse.

Generally, photographs for schools and family use, and those that appear in the press, are a source of pleasure and pride, which we believe enhances self- esteem for children and their families.

In order to ensure the safety of our children we have drawn up some guidelines based on legal advice from Surrey legal services and other pertinent agencies.

Consent

To comply with the data protection legislation, we need permission from parents to photograph or make any recording of their child.

At Nutfield Church (C of E) Primary School, we take photographs and film pupils as part of our core activity of education; this occurs as part of normal teaching, learning, assessment and safeguarding procedures and as such we do not need parental permission for these activities.

However, we do seek parental permission to take photographs of their child and use them for the core purpose of education. See Appendix1 Consent Form for taking and using photos.

In the case of looked after children extra vigilance in this area will be exercised.

Parents retain the right to make any changes at any stage, but they need to do so in writing by completing a new Consent Form.

Planning photographs of children

- Where possible general shots of the classroom should be used rather than close ups of individual children
- Children should be suitably dressed (not in swimming costumes)
- A variety of children should be included in photographs to comply with discrimination laws

Identifying pupils

- If a pupil is named avoid using the photo. If the photo is used avoid using the name.
- A first name can be used with a group photograph

Photographs taken by a third party –e.g. the press

- Appropriate consent should be sought from parents
- Children should only be named if their parent agrees

Videos

- Permission should be sought from parents if a school video is made and sold to other parents
- Parents may not make videos for their own personal use, but not to be reproduced and distributed, without the permission of the Headteacher
- Parents must not load Images to the internet
- Visitors unconnected with the school should be challenged if seen –videoing

Websites

- Parents must give consent for images to be displayed on the school website
- Children must not be named