

FORMAL DOCUMENT
for
COURT de WYCK Church of England Primary School

Topic: Photographic Images of Children		Document Type: Policy
Related Documents: Child Protection(?)		
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Name: Robin Dew	Signature:RD Clerk to Governors	
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1	Performance Ctte.	Spring '06		New Format
2	Performance Ctte	July '07	10 th July 2007	Minor text changes
3				

1.0 Introduction

This document provides guidance on the appropriate use of images of pupils. It covers still photos, video films, and electronic photographic images wherever they are used. The School needs to make full and proper use of photographic images, while meeting the law and preserving the safety of pupils. Concern focuses on issues around rights-of-privacy, child protection and copyright ownership.

2.0 Photographic Images

(a) Typical Sources

- 2.1 Performing arts including concerts, plays, dance & music, sports events;
- 2.2 Class photos;
- 2.3 Recording of events such as building projects or grounds developments;
- 2.4 Site security;
- 2.5 Classroom activities.

(b) Typical Uses

- 2.5 Communications media such as newspapers and television;
- 2.6 Displays of pupils' work and activities;
- 2.7 Publications, e.g. The Prospectus;
- 2.8 The School web-site;
- 2.9 Teachers' files on personal experience in classes.
- 2.10 Pupil identification

Special permission will be sought (see Appendix 3) for special events.

3.0 Good Practice

- 3.1 Parents will be asked to sign a consent form (see Appendix 2) giving the School permission to use photographic images of their child in agreed ways. They will be asked to do this at the beginning of each School year. A separate consent form will be required for each child.
- 3.2 The School will respect and comply with the wishes of any parent who withholds consent.
- 3.3 The School will follow the commitment made on the consent forms:
 - 3.3.1 not to use the pupil's full name with an image;

- 3.3.2 not to use images out of context;
- 3.3.3 not to use images to illustrate negative issues.
- 3.4 When photographing pupils, the School will ensure that:
 - 3.4.1 the pupils are appropriately dressed for the activity undertaken;
 - 3.4.2 the pupils are set within the context of what they are learning or doing;
 - 3.4.3 images reflect the diversity of the pupils participating;
 - 3.4.4 images which the Headteacher feels may cause distress or embarrassment will not be used.

4.0 Photographs Taken by Parents or Visitors in School

- 4.1 Parents and carers will be allowed to record images of School events such as Sports Days and concerts. In order to meet this situation the School will:
 - 4.1.1 ensure that the pupils are appropriately dressed for the activity undertaken;
 - 4.1.2 ensure, as far as possible, that any pupil whose parent has withheld permission is not included in the photographs;
 - 4.1.3 monitor the use of photographic equipment and anyone behaving inappropriately.

It may be necessary to apply exclusions here, for example if there is a conflict between policies practised at the School and those practised at another school.

5.0 Parental Responsibility

Parents shall remain responsible for images taken by pupils (within the School or at an off-site School event) on their personal cameras/phones, and the use of these images.

6.0 Site Security and CCTV

- 6.1 The School makes use of CCTV equipment for the following purposes:
 - 6.1.1 a method of controlling access;
 - 6.1.2 to monitor site safety and security;
 - 6.1.3 as a deterrent to crime;
 - 6.1.4 as a means of discouraging trespass.
- 6.2 Cameras will not be sited in sensitive areas, such as toilets or changing areas.
- 6.3 The Caretaker will undertake regular auditing of stored images. An image will not, under normal circumstances, be kept for more than thirty days. Tapes will be recorded-over and re-used. All images will be wiped from tapes before disposal.
- 6.4 If a camera records behaviour of a criminal nature, the Headteacher will give consideration to referring the information to the police.

END OF TEXT

Appendix 1: Letter of Consent for Photographic Images of Pupils

Dear Parent,

During your child's time at Court de Wyck, we may wish to take photographs or video films of activities that involve your child. These images may be used by us for displays, publications, or on our website. They may also be used in local television or newspapers.

Before taking any photographs of your child, we need your permission. Please complete and return the attached form to give your consent **for each child**. The School's Photographic Images of Children policy can be accessed on our website or a copy is available for viewing at the office. We will ask you to confirm your consent, formally, at the beginning of each school year. You may choose to withdraw your consent at any time.

Photography or filming will take place only with the permission of the Headteacher, and under appropriate supervision.

The School will ensure that pupils are appropriately dressed for the activity undertaken and that the photographs set the pupils within the context of what they are learning or doing. Photographs which the Headteacher feels may cause distress or embarrassment will not be used. Full names will not be published alongside photographs. The School will ensure, as far as is reasonably possible, that any child whose parents have withheld permission for their pictures to be taken are not included in photographs.

Parents will usually be allowed to take photographs and video films of children at Court de Wyck School events. The School will monitor the use of cameras under these circumstances to ensure responsible behaviour.

If you wish to attend School events and take pictures of your and other people's children, please take appropriate images, be sensitive to other people, and try not to interrupt performances and events. Please be aware that at certain events photography may not be possible/appropriate. Please respect the guidance given at each event.

It is recognised that some pupils will take images with their own equipment. Please help by encouraging sensitivity in the use of any such images.

Thank you.

Yours sincerely,

Headteacher

Appendix 2: Consent Form for Photographic Images of Children

Name of Child			
Name of Parent/Carer			
<p>I understand that:</p> <ul style="list-style-type: none"> - the local communications media, or other parents, may take images of activities that show the School and the pupils in a positive light; - photographers acting on behalf of the School may take images for use in displays, publications or for use on our website; - photographs which the Headteacher feels may cause distress or embarrassment will not be used; - the School will regularly review and delete unwanted material; - full names or addresses will not be published alongside images. 			
	YES I give my consent for images of my child to be taken and used, as outlined in the School policy. (Tick box)		
	NO I do not give my permission for images of my child to be taken or used. (Tick box)		
Signature		Date	

Please return this form to School as soon as possible; thank you.

Appendix 3: SPECIAL Consent Form for Photographic Images of Children

Name of Child			
Name of Parent/Carer			
<p>Project Description: (Special conditions are to be outlined here, such as the nature of the event, extent of circulation of images gained, timetable/schedule, agencies involved, intended copyright of material.)</p> <div style="height: 250px;"></div>			
	<p>YES I give my consent for images of my child to be taken and used, as outlined in the School policy. (Tick box)</p>		
	<p>NO I do not give my permission for images of my child to be taken or used. (Tick box)</p>		
Signature		Date	

Please return this form to School as soon as possible; thank you.