

Ringshall School

Policy for Safe Use of Photographic Images

At Ringshall School, photographs for school and family use, and those that appear in the press, are a source of pleasure and pride and are welcomed as a way of raising self-esteem of children. School websites can be a great way for family relatives, such as grandparents, to get an idea of their grandchild's school life. The school uses photos and videos, taken by members of staff, to show parents and visitors to the school the activities and learning that takes place here.

However, we live in an age where digital photography has vastly increased the use, and potential misuse, of photography. The purpose of this policy is to ensure that children and their families are able to enjoy safe, responsible use of photographic images and to avoid actions which might jeopardise any child's safety. The same principle applies to staff at the school for their well-being and safety. This policy, approved and regularly reviewed by the Governors, and has been written in response to parental views, as well as Suffolk County Council's guidance "Safe Use of Images" (November 2004).

Photos and videos that we take are for educational use within school and some may be used in newspapers, the school prospectus or promotional material. We also like to use photographs on our school website. Photographs of children are used only with parental permission and these do not have their names printed alongside. Where we use photographs of pupils' work, we do not use the child's full name.

We have small video cameras for pupils to use as part of their learning under the supervision of school staff. We do not give or sell copies of photos or videos to parents if they include other children whose parents have not given consent. If we want to publish a photo on the website, in the school prospectus or in a Suffolk County Council publication or local newspaper, we ensure we have the written consent of the parents whose children are in the photo. The great majority of our parents give consent in these circumstances.

At Ringshall School we do not allow anyone, other than members of staff, to take photographs of children anywhere on the school premises unless prior written permission has been obtained from the Headteacher or in her absence, the Deputy Headteacher or a member of the school leadership team. Governors entrust the Headteacher to use her discretion about allowing parents to take photographs or video recordings of school performances or events.

The proforma in Appendix 1 is to be used for seeking permission before taking photographs and will be endorsed by the Headteacher if permission is granted. This should be done several days before the event or occasion. This record is kept by the school office and a sticky label badge prepared. On the day, the sticker must be worn to show that permission has been given. Occasionally, parents ask if their children are allowed to take a camera on a school trip. If their teacher agrees, and the parent accepts responsibility for the camera and the photos taken, a permission form can be filled in by the parent on behalf of the child. And the Headteacher will endorse if she agrees to give permission. Permission for a parent or visitor taking photographs does not allow that person to publish them on a website, and those who seek permission to take photographs, sign to say they agree to the terms and conditions we set down.

We ask parents to assist us in the implementation of this policy, not only by following it themselves, but also by alerting a member of staff about anyone seen taking photos or carrying a camera/mobile phone, who is not wearing a School Permission sticker.

Parents are asked, via the annual Parental Consent Form (Appendix 2), to give their written consent regarding photography of their children. Our form is based on Suffolk County Council's Safe Use of Images November 2004, but includes more detail and give parents more options for control over who takes photographs of their children and what these can be used for. See Appendix 2. Similarly, staff are asked, when joining the school, if they give their consent for their photographs to be used.

If any parent/member of staff does not give consent, we respect their decision. Where parents do not give consent, we inform them that there may be times when their child will need to be deliberately excluded from a group photograph.

Whilst we take every reasonable step to keep children out of photos if parents have requested this, parents need to be aware that at many school events such as Sports Days, Summer Fairs etc, there will be parents who have been given permission by the school to take photographs. If their child is at the event, there is some possibility that they might be included in someone else's photo.

Appendix 1

Ringshall School Request for Permission to take photos/video

I would like to photograph/video the -----(describe event)

on ----- (date of event) and write to request permission.

I will follow the school policy and agree to:

- only use the pictures/images for personal use e.g family album
- not use them for general circulation or publication
- not put the pictures/images on the internet
- wear the sticker provided by the school to show that I have permission to take photos/video

Signed -----

Date -----

PRINT NAME and ADDRESS

Permission granted by Headteacher Yes/ No

Headteacher's Signature -----Date -----

Appendix 3

Photo permissions form for staff and adult helpers For use by Suffolk County Council schools

School name: Ringshall School

We often take photographs of activities at our school. We display these images on our "What's been going on at Ringshall School?" board for parents and visitors to see, and may sometimes use them in the school's prospectus, for publication in a local newspaper, or on the school's website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use. Suffolk County Council may also use our photographs to illustrate work in Suffolk schools in council publications or publicity materials. From time to time, our school may be visited by the media who will take photographs, film footage or carry out radio interviews. Photos for the media and other publicity purposes may also be taken at events where our school is taking part.

Please answer the questions below, then sign and date the form where shown and return the completed form to the school as soon as possible. Please circle your answer

1. Are you happy for your photograph to be used in publications and publicity materials produced by the school and by Suffolk County Council?	Yes / No
2. Are you happy for your image to be used on our website and Suffolk County Council websites?	Yes / No
3. Are you happy for your image to be recorded on video or webcam?	Yes / No
4. Are you happy to appear in the media? This may mean your photo and name is used in print	Yes / No

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

I have read and understood the conditions of use at the bottom of this form.

Signature: _____ Date: _____

Name (in block capitals):

Address (in block capitals):

	Telephone number:	
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Conditions of use

1. This form is valid for the period of time while you are employed at this school, plus one year after you leave, to enable us to publicise the work of the school effectively. The consent will automatically expire after this time.
2. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.

June 2008
To review 2010