

## Carlton Colville Primary School

### Photography and Video in Schools Policy

This document has been produced and agreed by the full Governing Body.

It is intended to give clear guidance in the use of photographic equipment in schools. This statement has been produced with reference to the most recent Safeguarding Guidelines available in schools.

The key point is as follows:-

"Before any photographic equipment is used in school by parents/carers, we request full details of the person requesting permission, the date and intended use of images to be entered into the Special Events Photography book".

The guidance applies to the following:-

- Parents and visitors to school
- Parents and volunteers accompanying educational visits
- Teachers, Trainee Teachers and Support Staff
- Students on work experience
- Members of the Press - who should not publish photographs or the name and address of any child without parental consent.

NB By signing the Special Events Photograph Book the parents/Carers are agreeing that they will:

- Primarily take photographs of their own child/grandchild etc.
- Any images they take that include any other children will not be published on social networking pages (Facebook, Bebo etc)
- Any images they take that include any other children will not be published in press articles.

This policy applies to the following examples of school occasions:

Christmas Performances, School Plays, Sports Events (including all swimming activities), School Trips, Residential Visits and any further activities involving children from our school.

The above policy statement has been developed in response to recognition of a growing need to consider the security, welfare and confidentiality of children attending school, whose needs we serve. The school governors will review this policy at least every three years from the date of issue.

Approved : June 2014.

Review Date: June 2018

## Pupil and Pupil's Work Photographs

From time to time, the children are photographed for various reasons. These are outlined below. We require parental/carer consent to take these pictures and use them.

Please sign and return this form to the school.

Thank you.

Name of child .....

1. I give permission for my child to be photographed for teaching purposes and displayed in school.
2. I give permission for my child to be photographed and the prints used for publication (e.g. Local Press)
3. I give permission for my child to be photographed, and the images used for the Schools' website \*<sup>3</sup>. I give my permission for my child's work to be photographed and used on the internet. Subject to the school rule that photographs will not be accompanied by pupils names.
4. I have asked my child and we both agree that their school work may be electronically published on the schools website and twitter feed.
5. I give my permission for my child to be photographed by other visitors/parents to school, whilst taking part in school productions and events.

Signature of Parent/Carer .....

Date .....

### Personal Photography by Parents/Carers

Please indicate if you would like to take photographs for your child during events at school, (for example, Sports Day, Class Assemblies, Performances) during their time at Carlton Colville Primary School. Many thanks.

Name of child .....

Signature of Parent/Carer .....

Please read accompanying notes overleaf.

\*1 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. Photography may also include video or webcam recordings for school conferences, monitoring or other education use.

Suffolk County Council may also use our photographs of pupils to illustrate work in Suffolk schools in council publications, publicity materials and the internet. From time to time, our school may be visited by the media who will take photographs, film footage or carry out radio interviews, 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.

#### \*2 Conditions of use

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.
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 email or postal addresses, or 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.

\*3 Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.