



Whinney Banks Primary School

Taking and use of Photographs and Recordings **Policy**

(November 2016)

Whinney Banks Primary School is very aware of its responsibility to ensure that images of children are not used inappropriately. To this end the following guidelines and procedures will be followed:

Staff use of Digital Cameras & Digital Photographs / Recordings

- Photographs / Recordings should only be taken with the agreement of the HT.
- Photographs / Recordings must only be taken for the purposes of:
 - illustrating or recording pupil work, activities and achievement
 - professional development
 - recording key events of the school's "history"
- Photographs / Recordings must not be used for any purpose outside of the school without the agreement of the HT.
- Photographs / Recordings should not be taken outside of the school on laptops, portable drives or storage media without the express permission of the HT. Such usage off site (e.g. for the purposes of editing or making a recording) will be recorded by the HT and all files must be deleted as soon as work off site is completed.
- Images and recordings must not be stored on home computers.
- The HT must give permission for digital cameras belonging to staff members to be used for the purpose of taking photographs of school activities. This will be recorded. Any photographs / recordings taken must be downloaded onto the school network and then deleted from the camera storage media immediately.
- Mobile phones must not be used for taking photographs or recordings.
- Any photographs used for displays should be shredded after use.

Non compliance with these procedures has been identified as a matter for potential disciplinary action under the Authority's existing disciplinary procedures.

The following information is provided for all parents as part of the school prospectus:

- **Photographs to be displayed around school**

We believe that it is important to celebrate the work of our pupils through displays around school and parents are very supportive of this. Photographs of children will often form part of these displays and may show their first name and we hope that all parents will be happy for this to happen. Full names will not be used. When photographs are taken down from displays children may be allowed to take them home. Alternatively they will be shredded. You will appreciate that it is very difficult to avoid children sometimes appearing in group photographs. However, should you wish individual photographs of your child not to be displayed please contact the Head Teacher and write a letter to us to this effect.

- **Photographs and recordings to be used on the school web site and in the local press**

We also believe that it is important to celebrate the work of our pupils through our web site and the local press. This offers an important opportunity to share our achievements with the local and wider community.

We are fully aware of potential concerns about photographs being available both via the Internet and in the local press. To this end we operate within guidelines agreed with the Local Authority and the Department of Education to minimise potential risks to our children. Written work by children may only be identified by first names and any pictures of children on the web site are not accompanied by names. Where the local press wish to feature photographs of individual pupils or groups of pupils we will always seek to contact parents beforehand if possible.

We hope that parents would wish to support this by allowing their child's work or individual / group photographs to continue to be included in the site and in press publicity. However, if you would prefer that the web site and the local press does not feature your child we will of course respect your wishes and ask that you contact the Head Teacher and write us a letter to this effect.

- **Photographs & recordings taken at school events**

There will be occasions during the school year where parents or carers may wish to take photographs or make a recording of their child taking part in a school activity. These activities will include school assemblies, school performances, sports events, school outings and educational visits. This may sometimes mean that your child appears in photographs or recordings alongside other children. Those taking photographs or recordings must do so on the understanding that these will always be used appropriately and not posted on any social media sites. You may be asked to sign to this effect before using a camera.

Letters regarding events such as school plays should make clear to parents that the taking of photographs or recordings are, or is not, allowed and reply slips should include a statement such as the following:

"I agree to group photographs / recordings including my child being taken and displayed in school and on the school web site. I also understand that parents may take photographs / recordings of the production which may include my child. Any photographs / recordings that I take will be used appropriately and not posted on any social media sites. Parents wishing to record must sit at the back of the hall." Parents may also be asked to sign to say that they will use any photographs or recordings appropriately.