

Policy on image taking

by parents or legal guardians on school premises



Introduction and background

Rapid changes in technology means that taking and publishing pictures are now easy and it can be difficult for schools to monitor and control images of children. Bigland Green School has a duty to provide a safe environment for pupils at school. While we are aware of the risks of image misuse, we believe that the school needs to balance this against the positive value of images of pupils in celebrating/promoting the school as an enjoyable, colourful and vibrant place to learn and grow. The measures in this policy are designed so the school does everything reasonably possible to protect children from the potential harm that the misuse of images could cause, and should be read with the policy of 'social media'.

Taking photos of children at school

Parents and/or legal guardians can take images of their child participating in school activities for **family and personal use only**. Adults (parents, staff/volunteers) will need to be asked for their permission before taking any photos. Parents or legal guardians have to sign an agreement that any images they take will not be used inappropriately before they are allowed to take images during school activities. All photography and/or filming will be limited to designated¹ areas. Any use of cameras and/or mobile phones outside the designated areas will result in a verbal followed by a written warning. Each case of breach will be assessed individually and may result in the right to take images be withdrawn.

Parents or guardians wishing to take images during an activity will be asked to sign a dated register. This will be done on every occasion that parents wish to take a photo. If, for any reason during your child's time at the school you wish to withdraw your consent for images to be taken, please inform us as soon as possible.

Images for school publications

The school will only take and use images that are appropriate and are considered to not be open to misuse. If an image of a pupil is used, the pupil's name **will not** be published. If a name is published, **no image will be used** without specific consent. Pupils will be made aware of why their picture is being taken and how it will be used. Pupils will be given the option to not have their image used if they are the sole focus of the picture, unless it is for the purposes of assessing or capturing their learning. Images will be kept securely and always stored on school equipment. Pupils' images will never be taken with or stored on personal equipment (e.g. cameras, mobiles phones, laptop etc.)

Images for the school website

School websites are part of the internet and are more easily accessible than paper based school publications. The school will make sure that only appropriate images are used. Image filenames will avoid using pupils' names.

Webcams:

Webcams are a useful tool for learning. They can allow an individual or class to interact over the internet with others and support links between pupils in different schools, countries and cultures. A webcam will only be used in appropriate circumstances such as a normal class setting. Both pupils and teachers will be made aware of when a webcam is in use.

CCTV:

The school uses CCTV in some areas of school property as a security measure. Cameras are only used in appropriate areas and there is clear signage indicating where it is in operation. For more information please see the CCTV policy.

Children photographing one another

Staff will supervise and maintain control over any photographing pupils do during on-school or off-site activities.

¹ Areas will be designated depending on the activities taking place e.g. the hall for assemblies, the park for sports day

Parents' / Legal Guardians' Consent

to take and use images of pupils



Please read our Policy for the Use of Images of Children and indicate whether you agree to your child's images being taken. You have the option to indicate whether or not you consent to your child's images being taken and used for different purposes. **You can withdraw your consent at any time by writing to the school.**

Name of child (block capitals)			
Child's date of birth		Gender	M / F
Name of parent or legal guardian (block capitals)			

PART ONE	
<p>I/we agree that any photographic or video images I as a parent or legal guardian might take at school events will only be used for family and private use, and will not be used inappropriately.</p> <ul style="list-style-type: none"> I/we will not upload any photos or images on the internet, including on social networking sites such as facebook, twitter, instagram etc. of any children other than my own (I am aware that the school discourages uploading of such images of my own children for reasons of safety). 	<p>Yes²</p> <p>No</p>

PART TWO	
I have read the school's policy on the use of images of children and I agree to its provisions.	
I give my consent to images of my child being taken and used for the purposes of learning and assessments which may include displays and presentations.	Yes / No
I give my consent for images taken by the school in accordance with the guidelines of the policy to be used for official Bigland Green or London Borough of Tower Hamlets publications for information and promotion. This may include the school website.	Yes / No
I give my consent to my child being included in images taken by other parents or carers who wish to photograph or record school events in which their children are participating for family and personal use only.	Yes / No
All parents or legal guardians sign an agreement for appropriate use of images they take during school events – please see part one above.	
Signature of parent or legal guardian of the child	
Relationship to the child	Date (dd/mm/yy)

² Please circle the chosen statement or cross-out the word that does not apply