



Images of children Policy

At Waltham-on-the-Wolds Church of England Primary School, we take very seriously our responsibility to protect and safeguard the welfare of the children and young people entrusted to our care. For this reason, we will use the guidance in the **Leicestershire Code of Practice No. 22 on Images of Young People** (attached), and have summarised below a number of our key intentions.

We will:

- obtain written permission from teachers and other adult staff, helpers and volunteers to use their photos when they start work at Waltham-on-the-Wolds School and will remain on file until they leave; if their preferences change, a new form will be completed
- obtain written permission from those with parental responsibility to use images of their child or young person when they begin attending our school and will remain on file until they leave; if their preferences change, a new form will be completed
- obtain written permission from those with parental responsibility if they have specifically requested their child to **be photographed** and named for a specific reason; this will be requested by letter as the need arises
- due to the risks involved, we have agreed that the use of camera phones at Waltham-on-the-Wolds School will be prohibited
- under the Data Protection Act, we will ensure that parents or individuals have access, upon request, to stored images of their children or themselves
- inform parents of any copy right restrictions regarding school performances, etc
- will not permit any photography or filming in pupils' changing areas, toilets or at the swimming baths, and will at all times ensure pupils are wearing appropriate clothing in order to reduce the risk of misuse of any images produced
- the Head Teacher, after consulting with governors, will make a professional judgement on the photographing or filming of pupils participating in certain activities which might present the possibility of greater risk (e.g. gymnastics, athletics, sports day) and will make the decision known to parents in advance of the event taking place wherever possible
- ensure images taken at school are stored safely and only those people with authorisation from the class teacher or Head teacher will have access to them, e.g. a pupil wanting to incorporate an image in to their project work
- ensure only school equipment is used to record classroom activities. Photos should be put on the school system as soon as possible and not sent to or kept on personal devices
- Remind all staff that their mobile phones, personal cameras and recording devices should be stored securely during working hours on school premises or when on

outings and must not be shared with children at our school. (This includes visitors, volunteers and students)

- Ensure during school outings nominated staff will have access to a mobile which can be used for emergency or contact purposes
- All telephone contact with parents or carers must be made on the school phone and a note kept
- Inform parents or carers that they are permitted to take photographs of their own children during a school production or event. The school protocol requires that photos taken at school, including those of other people's children are not published on social networking sites such as Facebook.

We will endeavour to:

- take reasonable steps to ensure that any photographs taken are reputable and ensure that parents are aware the photo sessions are taking place so they can withdraw their children if they wish to do so
- provide reasonable supervision during any photo sessions
- avoid naming a child in the text or photograph caption if appearing on the school website, for example
- we will communicate to parents in writing well in advance of any event or performance about the decision on whether or not photography, filming or video equipment will be allowed
- remind parents that any images of pupils, staff or the school taken at school or at a school event, must not be made available in the public domain, e.g. on social networking sites and must only be used for their own personal use
- any unknown person taking pictures of our children, staff or school will be challenged

Use of Photographs

Photographs are used extensively throughout our school for a variety of purposes. Generally staff take photographs of the children throughout the year to capture a particular example of learning or something that a child has achieved. Other examples of the ways in which we use photographs include:

Photographs	Purpose
Displays of children's work	A record of ideas and topic references for use in learning; promote self esteem
Examples of children actively engaged in learning, e.g. role play, group work	As a part of an individual child's profile given to parents at the end; a learning log for children to write about
Classroom areas	To show the range of activities there for visitors and parents; aid SEND/visual learners
Class albums	For children to look at and talk about; to share with the wider community
School prospectus/website	To promote the work of the school to parents and visitors

Special events, trips and festivals	As a record of the school year and for children and parents to look at and discuss
Children's own photographs	To gain experience in using technology; to aid writing or numeracy work, etc.
Using IT programs such as Seesaw and 2Simple	To communicate learning in school with parents; record of learning journeys.

IPads or similar recording devices are also used in school for many of the above purposes. In particular we may use them for observations of Child Initiated Activities or to further our understanding of the children's learning for assessment and planning purposes or purely as a record of the excellence and enjoyment at our school.

At this school, we promote a Christian ethos. We teach our children to behave in God's image and to seek inspiration from Him so that school is a highly positive experience for everyone. We respect that not all children will believe in God, however, we teach all children that Christian and British Values are the foundations of an inclusive school and as such we expect the principles of this policy to be respected and honoured by all involved with our school.