



Oakhurst Community First and Nursery School

Policy for Taking and Using Photographic Images of Children

Guidance on Photographs of Children

1. Introduction

This policy provides guidance on the appropriate use of images of children in Oakhurst Community First and Nursery School. It covers still, video and electronic photographic images wherever they are used; including the use of mobile phones and other electronic devices for taking photographs and videos. The policy is for staff at Oakhurst Community First and Nursery School who wish to use images of children and young people in education. It also clarifies the advice given to parents and carers regarding taking photographs and images.

Staff at Oakhurst Community First and Nursery School endeavour to make full and proper use of photographic images while meeting the law and having due regard to safeguarding and child protection policies. Concerns focus on issues around rights of privacy, child protection and copyright ownership. This policy addresses these issues and gives advice on good practice.

2. Typical Uses of Photographs and videos

- Key skills for PE.
- Performing arts including dance and movement, concerts and drama performances.
- Sports days and sports fixtures and the use of photographic equipment by parents and carers and children from the other schools.
- Media including newspapers and television especially when some editors require children's names when publishing photographs.
- Displays in the school of children's activities.
- Publications by the school, The Heath Multi-Academy Trust and Dorset County Council.
- School and DCC web-sites.
- Staff training and professional development activities.
- Use of Tapestry in EYFS.

3. Governing Body / Management Committee

The Governing Body has formally adopted this policy and good practice.

The safeguarding, child protection and health and safety governors are aware of and support the policies and procedures.

4. Ownership

Human Rights legislation and the Data Protection Act 1998 give people new rights and it is the right to 'privacy' that is the issue when using photographs. The school, The Heath Multi-Academy Trust and DCC must take steps that respect the rights of people in photographs.

The Copyright, Designs and Patent Acts 1988 moved the ownership of copyright to the photographer (or their employer) and away from the person commissioning and paying for the photographs, unless there is an agreement otherwise.

5. Good Practice

This policy is based on the following advice for good practice in the use of photographic images involving children.

When taking a picture the school will: -

1. Obtain the consent of the person in the picture from their parent or carer.
2. Use the image in its intended context. Examples of this not happening are:
 - When a picture taken by a national newspaper of a child accepting an award was used by the National Front in a story with a completely different story angle.
 - When a photo of the public boarding a bus to launch a rural transport initiative is used to illustrate a story attacking rural transport shortages.
3. Follow the commitment made in the consent forms:
 - not to name the child;
 - not to use the photograph out of context;
 - not to use the photograph to illustrate sensitive or negative issues.
4. When photographing children:
 - Ensure that parents and carers of young people have signed and returned the school consent form for general photography (see appendix 1).
 - Ensure all children are appropriately dressed.
 - Avoid images that only show a single child with no surrounding context of what they are learning or doing.
 - Be aware that photographs of three or four children are more likely to also include their learning context.
 - Do not use images of a child who is considered very vulnerable, unless parents / carers have given specific written permission.
 - Avoid naming young people. If one name is required then use the first name only where possible.
 - Use photographs that represent the diversity of the young people participating.
 - Report any concerns relating to any inappropriate or intrusive photography to the head teacher.
 - Remember the duty of care and challenge any inappropriate behaviour or language.
 - Do not use images that are likely to cause distress, upset or embarrassment.

- Never use mobile phones or personal cameras, I-pads or other electronic devices to take images of children.

5. Regularly review stored images and delete unwanted material.

6. Parental Permission

Use of images of children require the consent of the parent / carer. Permission should always be obtained by using the form in appendix 1, when a child starts school. The form covers the school when using the photographs in publications and on web-sites.

When a parent does not agree to their child being photographed, the head teacher will inform staff and make every effort to comply sensitively. It will generally be the class teachers' responsibility to ensure such children are not included in photographs.

For example, if a child whose parents have refused permission for photography is involved with a sports event, e.g. a football match, it may not be appropriate to photograph the whole team.

7. Teacher Training and Portfolios

During teacher training and with newly qualified staff, colleagues need to compile portfolios with photographs of children during lessons. Staff should act responsibly in compiling these images. The School Based Tutor will oversee the compiled images as part of the management process and consider their appropriateness.

8. School Trips

The Data Protection Act cannot govern the use of images taken in public places e.g. if photos of children are included in shots taken by other visitors on a school trip to a museum. However where possible, the general public should be discouraged from taking such images.

9. Displays in Schools

Still photographs shown on displays and video clips available during open / parents' evenings will only depict children in an appropriate way. We will not display images of children in inappropriate or revealing clothing so appropriate levels of integrity and decency are maintained. We will not use photographs or images likely to cause embarrassment.

10. Parents Evenings, Concerts, Presentations

There will be occasions during the school year where parents will wish to take photographs or make video recording of their child taking part in a school activity. It is recommended that parents, friends or family members should be allowed to take photos or videos of their children taking part in sports day or school activities. These images are for personal use and therefore the Act does not apply. Letters inviting parents and carers to events will include a statement saying that photographs and videos will be permitted but that these are for personal use and

should not be displayed on the Internet, including social networking sites. This will give the opportunity for parents to decide in advance if they wish their child to take part. To allow the appropriate recording of children's images by parents / carers the school will:

- ensure that children are appropriately dressed;
- obtain parental permission with the form in appendix1;
- be aware of any child who should not be photographed ;
- remind parents that such images may not be used on the Internet including social networking sites and
- monitor the use of cameras and anyone behaving inappropriately. Where it is known that images have been used on social networking sites parents will be asked to take those images down.

11. Newspapers

If the school invites the media in to promote school events then only first names will be used. If parents do not sign the consent form their child cannot be included in any promotion of school activities through the media.

12. Review of Guidelines

The content of this policy will be reviewed every three years.

Date of Policy – July 2016

Review date – July 2019

Consent Form for Photography and Images of Children

Dear Parent or Carer

During your child's life at Oakhurst Community First and Nursery School we may wish to take photographs of activities that involve your child. The photographs may be used for displays, publications, Tapestry and on a web-site by us, by the Heath Multi-Academy Trust or by local newspapers.

Photography or filming will only take place with the permission of the head teacher, and under appropriate supervision. When filming or photography is carried out by the news media, children will only be named if there is a particular reason to do so (e.g. they have won a prize) and first names will be used. Home addresses will never be given out. Images that might cause embarrassment or distress will not be used nor will images be associated with material on issues that are sensitive.

The school is only responsible for photographs taken by the school or an authorised agent of the school and cannot be responsible for photographs taken by other third parties, such as parents.

Before taking any photographs of your child, we need your permission. Please answer the questions below, sign and date the form and return it to the school. You can ask to see images of your child held by the school. You may withdraw your consent at any time by writing to the school.

Name of child (Block Capitals) :		
Name of person responsible for the child:		
I understand that: <ul style="list-style-type: none">the local media may take images of activities that show the school and children in a positive light e.g. Reception Year pictures of new starters, drama and musical performances, sports and prize giving;embarrassing or distressing images will not be used;the images will not be associated with distressing or sensitive issues; andthe school will regularly review and delete unwanted material.		
Having read the above statement, do you give your consent for photographs and other images to be taken and used? (please tick the appropriate box)	<input type="checkbox"/>	YES , I give my consent for pictures to be taken and used
	<input type="checkbox"/>	NO , I do not give my permission for pictures to be taken and used
Signature of person responsible for the child:		
Relationship to the child:		
Date (Date/Month/Year):		

If you wish to attend school functions and take photographs of your and other people's children please take appropriate images, do not publish them on the internet or on social network sites and be sensitive to other people. Thank you.