



Policy for the Use of Images of Children

Image taking by parents, legal guardians or family members:

- Parents/legal guardians, family members and friends can take images of their child and friends participating in school activities for family and personal use.
- All parents will be asked for permission to take photographs for use in the school, on the website, on our Twitter feeds and in associated publications (prospectus, newspaper etc) by completing the attached form. Permission is given/not given once for use in all circumstances
- Parents/legal guardians will sign to agree that any images they take at school events will be limited to personal/family use by completing the attached form: they will agree not to upload these to social media sites
- Photography and video filming will be limited to designated areas.
- Use of cameras and other equipment will be monitored.
- All digital images will be kept in school – data protection.

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 child is used, the child's name **will not** be published. If a name is published, **no image will be used** without specific consent.
- Children will be made aware of why their picture is being taken and how it will be used.
- Children and parents should be encouraged to recognise the value of photographs or recordings of school events.
- Images will be kept securely and held by the school for the duration of the pupil's time there, or as needed, after which they will be destroyed.
- Images of children from the school will not be used to illustrate controversial subjects.
- Images of children may appear in other children's learning journals ie. paired or group work.

Images for the school website/learning platform:

- 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 children's names.
- Unnamed images of children may be used on our Twitter accounts. These will be appropriate images linked to specific learning activities

Webcams/video conferencing:

- 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 children and teachers will be made aware of when a webcam is in use.

CCTV:

- The school may use CCTV in some areas of school property as a security measure.
- Cameras will only be used in appropriate areas and there will be/is clear signage indicating where it is in operation.

Children photographing one another:

- Staff will supervise and maintain control over any photographing pupils do during on-school activities.
- Pupils should ask permission before taking a photograph of another child.
- Mobile phones, including camera phones, should not be used during the school day but should be handed in to the school office.
- If it is found that cameras or camera phones have been misused, the school will follow its usual disciplinary procedures.

Please note that images taken by the media are not covered by this policy and are subject to a separate set of regulations.

A letter to inform parents about the policy, (Appendix 1) will be sent annually, together with a consent form, (Appendix 2) which will be kept on the pupil's file.

Signed:Jo Newton-Smith..... (Chair)

Dated:November 2014.....

Reviewed Annually: 3 November 2015; May 2016; May 2017



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Dear Parent/Carer,

There have been rapid changes in the technology of image reproduction. Taking and publishing pictures are now easy and it can be difficult for schools to monitor and control images of children.

Billingshurst Primary 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 professional, high quality images of pupils in celebrating and promoting the school as an enjoyable, colourful and vibrant place to learn. Good pictures of the school and its children can help in putting the school at the heart of the local community and enhance its reputation.

Please find enclosed:

- a copy of key points from our policy
- two copies of the consent form

The measures in this policy are designed to ensure that the school does everything it can reasonably be expected to do to protect children from the potential harm that the misuse of images could cause.

Please look at the key points carefully. The full policy is on our website- www.billingshurstprimary.org.uk, or you can request a copy via the school office. Please sign one copy of the parental consent form and return it to indicate that you agree with the school's policy and consent to images of your child being taken and published in school material and West Sussex County Council publications. Sign and keep the second copy for your own reference as a reminder of our shared responsibility for the safety of all pupils at the school.

Billingshurst Primary School's policy is to allow parents to take images of their children during school activities. Please read the parental consent form and sign the agreement for responsible use of images you intend taking during school events.

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.

Yours sincerely

Helen Williamson
Headteacher



Policy for Use of Images of Pupils

Key Policy Points:

- Billingshurst Primary School recognises that a balance between the low risk of misuse and the numerous positive results of colourful, well produced school material is necessary.
- The school will only take and use images (photographs, videos and DVDs) that are appropriate and are considered to be safe from misuse.
- Children will be made aware of why their pictures are being taken and how they will be used.
- The school will take extra precautions to ensure that only appropriate images are used for the website.
- If it is found that a camera phone has been misused the school will follow its usual disciplinary procedures.
- If an image of a child is used, the child's name **will not** be published. If a name is published, **no image will be used** without specific consent.
- Parents and legal guardians will be asked to sign an agreement that any images they take during school activities will not be used inappropriately.



PARENTS

Please read our Policy for the Use of Images of Children and indicate whether you agree to your child's images being taken. In order to ensure your wishes are complied with, **you are asked to give permission or refuse permission for all photographic evidence and use.** If you give permission, photos may be used for all reasonable purposes, as listed.

You can withdraw your consent at any time by writing to the school.

Name of child (block capitals)			
Child's date of birth			
Name of parent or legal guardian (block capitals)			
I have read the school's policy on the use of images of children and I agree to its provisions.			
<i>Please give your consent by putting your initials next to each statement.</i>			
<i>Your child's images will not be taken/used as specified, if you do not give your consent.</i>			
		YES	NO
I give my consent to images of my child being used by the school in accordance with the Use of Images Policy and in all reasonable circumstances			
I understand that the school's policy is to allow parents/carers to take photographs of their own children at school events, for personal/family use and not upload to a social networking site , and that this may result in my child being included in such pictures.			
I agree that, if permitted by the Headteacher, any video images I as a parent or legal guardian might take at school events will be used only for personal/family use and will not be uploaded onto any social networking site.			
Signature of parent or legal guardian of the child:			
Relationship to the child:		Date (date/month/year):	

NB: There may be other circumstances, falling outside the normal day to day activities of the school, when images of children are needed. The school recognises that in such circumstances specific consent from the parent or legal guardian will be sought before any photography or filming of children starts. If you have concerns or queries about any of this information, please contact the school. **Please return to: School Office, Billingshurst Primary School, Station Road, Billingshurst, West Sussex RH14 9RE**



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