



Yenton Primary School

Use of Images policy

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YENTON PRIMARY SCHOOL

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.
- Images will only be taken at the end of the performance as directed by the member of school staff and must not be recorded during the performance itself. If this does occur, the person taking the image will be asked to leave the school premises.
- Photography and video filming will be limited to designated areas.
- Use of cameras and other equipment will be monitored.

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 will be given the option to not have their image used if they are the sole focus of the picture.
- Images will be kept securely and held by the school for the duration of the pupil's time there, after which they will be destroyed.
- Images of children from the school will not be used to illustrate controversial subjects.

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

CCTV:

- The school may use/uses 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 or off-site activities.
- Camera phones are less visible and can be used to bully or take inappropriate images. It is school policy concerning the children, to allow Year 6 pupils only to bring camera phones on site. All child mobile phones should be left at the school office at the beginning of the day; if this is found not to be adhered to, the mobile phone will be removed from the child until the end of the day and parents/cares informed.
- If it is found that cameras or camera phones have been misused, the school will follow its usual disciplinary procedures.

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