

Photographic Images of Children Policy

ST. EITHNE'S PRIMARY SCHOOL



Signed : Mr S. Sands
(Chair of Board of Governors)

Signed : Mr G. Cosgrove
(Principal)

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Related Documents: Internet Policy
Mobile Phone Policy (New)

Guidance on Photographs of Children

1. Introduction

This document provides information on the appropriate use of images of children in St. Eithne's. It covers still, video and electronic photographic images wherever they are used. The guidance is for staff members who wish to use images of children and young people in the school and for parents/carers/family members who wish to use cameras and images of children and staff.

At St. Eithne's we shall make full and proper use of photographic images while meeting the law and preserving the safety of children. Concerns focus on issues around rights of privacy, child protection and copyright ownership. These guidelines address these issues and give advice on good practice.

2. Typical Uses of Photographs

- For competition events e.g. videos & Photographs of football, athletics and other team or individual events.
- Video & Digital image based learning projects, e.g. where a child is involved in producing a power point presentation or working in a virtual classroom situation.
- Performing arts including dance and movement, concerts, drama performances, parent evenings.
- Sports days and sports fixtures and the use of photographic equipment by parents and carers and children from the other school.
- Media including newspapers and television especially when some editors require children's names when publishing photographs.
- Displays in the St. Eithne's of children's activities.
- Publications by the St. Eithne's and by CCMS, WELB, ESA or similar educational bodies.
- St. Eithne's and Educational agency web-sites.
- Staff training and professional development activities.
- Publicity material for contractors.
- Time lapse photography for recording of building development
- Site security / CCTV videos.

3. Governing Body / Management Committee

The Board of Governors have formally adopted these guidelines as policy and good practice and the child protection Governor and the health and safety governor 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. We at St. Eithne's have produced this policy and these procedures in order to 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

The following points represent the good practice in the use of photographic images involving children which we at St. Eithne's will follow.

1. We shall give parents / carers an opportunity to complete our digital images consent form (A1), when the child is admitted to the school, to opt out of use of individual photographs for many of the purposes listed in this policy. If a parent or carer does not respond we may on occasion use an individual photograph but under the conditions listed below.
2. If a parent at any time throughout the year requests that their child's photo is not used in certain circumstances a separate form can be completed. (A 2). A parent may at any time change his/her decision and complete the appropriate form.
3. All images will be used in their intended context. We shall not allow pictures to be used out of context or for political reasons
4. Photographing children:
 - a. We shall ensure that parents or carers of young people have been given the opportunity to sign and return the consent form for general photography.
 - b. We shall not to use the photograph to illustrate sensitive or negative issues.
 - c. Ensure all children are appropriately dressed.
 - d. Avoid images that only show a single child with no surrounding context of what they are learning or doing.
 - e. Photographs of three or four children are more likely to also include their learning context.
 - f. We shall not use images of a child who is considered very vulnerable, unless parents / carers have given specific written permission.
 - g. Avoid where possible naming young people. If one name is required then use the first name only where possible.
 - h. We shall not to use the photograph out of context Use photographs that represent the diversity of the young people participating.
 - i. Any concerns relating to any inappropriate or intrusive photography is to be reported to the Mr Cosgrove (Principal).
 - j. We have a duty of care and challenge any inappropriate behaviour or language.
 - k. Do not use images that are likely to cause distress, upset or embarrassment.
 - l. Regularly review stored images and delete unwanted material.

6. Parental Permission

We shall give all our parents /carers the opportunity to complete our "Use of images consent form" (A1), when a child joins the school. The form covers St. Eithne's when using the photographs in publications and on its web-site. If parents wish to change their permission at any time we encourage them to contact the head teacher.

When a parent does not agree to their child being photographed, the head teacher will inform staff and make every effort to comply sensitively.

For example, if a child whose parents have refused permission for photography is involved with a sports event, e.g. a football match, he or she may have to be left out of the team photograph. Careful liaison with parents is therefore essential and if possible the parents may wish to reconsider on this one occasion or with discussion it may be possible to agree other options. The parent may accept a team photograph if names are not published or they may be prepared to relent if it affects the whole team.

7. Newspapers and other Publications.

On occasions the school may wish to place photographs of children in the local newspapers or other publications. These will usually be times when the pupils or the school is promoting sporting or academic success and even boosting the self-esteem of the pupils for achievement. Parents may wish their child to be exempt from appearing in such publications. The "Use of images consent form will be an indicator of parent's choices in this respect.

8. Teacher Training and Portfolios

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

9. Displays in Schools

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

10. Parents Evenings, Concerts, Presentations

The appropriate recording of children's images by parents / carers.

The school will record many school nativities, presentations and the annual school show. These may be sold to parents for a small fee to boost school funds.

Many parents/carers may wish to have their own souvenir of their child's performance. We believe that it is only fair to allow parents to record images of their children as long as they follow our guidelines set out in this policy.

- Photographs should be limited as much as possible to the child of the parent or carer.
- Ensure that children are appropriately dressed when photographs are being taken;
- No photographs can be taken in the swimming pool;
- Be aware that other parents/carers may disapprove of their child being photographed by another parent;
- The school reserve the right to monitor the use of cameras and anyone behaving inappropriately.

11. Pupils' Work & Recording

Children may as part of their practical work in class or in a club (i.e. Film Club) may take images and/or recordings for a competition, short film or power point presentation. These will be allowed as long as the same general rules of appropriateness are followed.

12. Children Photographing Each Other

This practice can occur extensively during offsite activities particularly during residential periods. Staff in charge will maintain appropriate supervision and management control in this regard. There may be incidents where children take inappropriate photographs, perhaps showing friends and other children inappropriately dressed. Staff will endeavour to discourage this practice and may have to delete such images and report this to the parents. Ultimately parents are responsible for monitoring their child's use of cameras and subsequent use of their images involved and we ask parents to contact us if such images have slipped through the net.

13. Mobile Phones

We do not allow pupils to carry or mobile phones in the school. Mobile phones can be used by some children to tease and bully others via text messages and more seriously inappropriate images. There is also an untested perceived risk to pupils using the phones and the school does not wish to be the cause of our pupils' ill-health at any time. Pupils will always be able to ring home when they have forgotten something or in an emergency. Teachers, parents & pupils should also be aware that many public organisations (e.g. The City Baths), which the school might use from time to time prohibit the use of cameras and mobile phones. Typical examples of this are public swimming pools.

New: -- Staff & Adults working in the school are not allowed to use mobile phone in the vicinity of pupils except on certain occasions, i.e. a leader of an offsite trip must carry a mobile phone in case of emergencies. The caretaker carries a phone without a camera so that he can be contacted easily. Staff members are able to use their mobile phones at break times in the staff room.

14. Internet Images Policy

We have a separate Internet Policy which provides guidelines for the use of the internet in the school and advice to parents regarding use at home. We do have a website (www.steithnes.net). The website is maintained by the Principal and many photographs are used to show the history of the school, the achievements of the pupils and depict many of the fun times children experience at the school.

Some children like to use photographs of themselves on web pages they make. It is our policy not to publish their full name. Address and phone numbers are never released. We feel that a photograph is acceptable especially in cases where a child has won a prize or an award. We shall use their Christian name only. Most of the photographs will be of groups of children. Where an individual photo is used the permission of the parent/carer will be sought.

15. Close Circuit Television (CCTV)

At St. Eithne's we have CCTV to monitor access to the school, site safety and security, an effective deterrent for crime and as a means of crime reduction and discouraging trespass. It can also be used as an aid to site management in monitoring incorrect parking, manoeuvring vehicles, delivery arrivals etc. The images are recorded on a hard disc and can be transferred to video recorder when needed. These images are not kept in the long term. Only recordings which may be of use at a later date (i.e. for legal purposes) will be kept according to the DENI Disposal of Records schedule.

16. Making and storing digital and video images

All digital and video images will be stored on the main server in the school, and can only be accessed in the main by members of staff. At times, children may be working on presentations and may incorporate images they have captured or produced. These images will only be used appropriately and stored for as long as the presentation is of use.

In storing images we shall take into consideration the protection of staff and pupils, how it would be appropriate for staff members to use personal digital cameras or camera phones on field trips, and how such images should be appropriately transferred back to the school. The school will have a central folder for these images on the network which will be deleted each annually. An annual photo album will be maintained and a CD kept which depicts the favourite events of the year. All other images will be deleted from the system.

17. Review of Guidelines

The content of these guidelines were reviewed in September 2011 and will be again subsequently as required.

18. Further Information

St. Eithne's Pastoral Care & Child Protection Policy.

St. Eithne's Internet Policy

DENI Circular 2007/01 Acceptable Use of the Internet and Digital Technologies in Schools

DENI Information and Communication Technology (ICT) Safety in School

St. Eithne’s Primary School Consent Form
For Photography and Images of Children

Dear Parent or Carer

During your child’s life at the St. Eithne’s we may wish to take photographs of activities that involve your child. The photographs may be used for displays, publications and on a web-site by us, by the Local Education Authority 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 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.

Before taking any photographs of your child, we would like your permission. Please **answer the questions below, sign and date the form and return it to St. Eithne’s P.S.** You may withdraw your consent at any time. A further form is available for exemption of use of photographs for not all occasions but in specific cases.

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 St. Eithne’s and children in a positive light e.g. Year 1 pictures of new starters, drama and musical performances, sports and prize giving; • We may take images for use in displays, in publications or on the school website; • Embarrassing or distressing images will not be used; • The images will not be associated with distressing or sensitive issues; and • The 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): -----→		

There may be other circumstances, falling outside the normal day to day activities of the school, in which pictures of children are requested. At St. Eithne’s we recognise that in such circumstances specific consent from parent or guardian may be required before photography or filming of children can be permitted. A separate request may in these cases be made.

If you wish to attend St. Eithne’s functions and take photographs of your and other people’s children please take appropriate images, be sensitive to other people and try not to interrupt or disrupt concerts, performances and events.

Thank you.

Please return the form to: Mr G. Cosgrove (Principal) at St. Eithne’s Primary School.

NB. Photographs may be used of your child if this form is not returned under the conditions specified in our Photographic Images Policy but please rest assured they will be used only in context and where appropriate.

St. Eithne's P.S.
Exemption Form. Photographic images of children

Form which specifies when / where Photographic Images of children can and cannot be used.
(This may be due to reasons of family privacy or safety).

To Name of parent
or guardian:

Name of child

Address:

Statement by Parent/Carer.

(Statement should include when your child's photograph may be used and the occasions it shouldn't). Reasons need not be written here but it would be helpful if Mr Cosgrove was informed privately so that a complete understanding enables us to keep your child safe.

To the parent

Please circle

1. May we use your child's images in the above project?

Yes / No

Signature: _____ Date: _____

Thank you.

Please return this form to: Mr. G. Cosgrove at St. Eithne's P.S. 26 Springtown Road, Derry



Parents/Carers



Use of photography or video recording of school activities

Please remember:

- ◆ Photographs and video recording may only take place in the designated areas, please see a member of staff for details.
- ◆ If you are using a video camera, please do not obscure other people's view.
- ◆ You will be given the opportunity to purchase school videos of the event.

Enjoy the event!

There will be occasions during the school year where you will wish to take photographs or make a video recording of your child or children taking part in a school activity.



Please don't be offended if you are asked by your child/children's school to do one or more of the following:

We feel it is necessary to take practical steps to ensure that pictures and images taken of our children are done so in a way that reflects the protective ethos of our school.

In order to do so, we at St. Eithne's try to ensure that parental use of photography and video is monitored and protected for the benefit of our children and their parents.

You might be asked to sign giving permission for your child to be photographed during school activities.

You could be asked to sign a section of the school's admission form to indicate that any images (photographic or video) that you take will not be used inappropriately.

You might be asked to sign a returnable slip on any invitation letters to school events to indicate that any images (photographic or video) you take will not be used inappropriately.

You could be informed by the school that photography/video recording will only be allowed in designated areas, for example, in the main school hall where the assembly or performance is taking place.



If using a video camera during assemblies/school performances you might be asked by the school to sit at the back of the room, to prevent obscuring other people's view.

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On occasions the school might ask you not to use your own video camera but offer you the opportunity to purchase a school video recording of the event.

We might ask you not use your own camera but offer you the opportunity to purchase copies of school photographs of the event.

If you have any queries you should speak to the principal or a member of school staff.

This leaflet has been produced to help parents and staff in the school to protect our children.



**The safe use of
cameras
(Video, Film and
Digital) in St.
Eithne's.**