

## Threemilestone School

# Use of Images of Children Policy 2017

### Safeguarding

Threemilestone School is committed to safeguarding and promoting the welfare of all children.  
We expect all our team members to share this commitment.

### **1. Purpose of Policy**

This policy sets out how Threemilestone School will ensure that safety and welfare of children, young people and/or vulnerable adults in our care when making photos/images of them.

### **2. Policy Application**

Our policy applies to all staff, governors and volunteers working at the school as well as visitors. This policy refers to the use of any images and image recording equipment.

### **3. Introduction**

Schools need and welcome publicity. Pupil's photographs add colour, life and interest to articles promoting school activities and initiatives. Making use of photographs for publicity materials and to promote the school in the press can increase pupil motivation and staff morale, and help parents/carers and the local community identify and celebrate the school's achievements. However, photographs must be used in a responsible way (Appendix 1).

In May 2004, section 45 of the Sex Offences Act 2003 amended Section 1 of the Protection of Children Act 1978 by raising the age of a 'child' from 16 to 18. This means it is now an offence to 'take, make, allow taking, distributing, showing,

possessing with intent to distribute, or advertise indecent photos or pseudo photographs of children under the age of 18. Threemilestone School recognises the need to respect children's and parents/carers' rights of privacy and is aware of potential safeguarding issues.

#### **4. Images taken by parents, legal guardians or family members at a school event**

It is made clear at the start of every school event, either verbally and/or written, that the school trusts that if images are taken, then they must be for home use only. It is also requested that if an image of a pupil is put on social media, then we trust that images of other pupils must be cropped out. If this is not adhered to, then the school will contact the family and request it be removed.

#### **5. Images taken by staff**

Images may be taken by staff using the school cameras. Mobile phones should not be used in place of a camera (see Mobile Phone Policy). When staff are working with photographic images of pupils, it is preferable that these are downloaded onto a school computer or encrypted memory stick and not stored on a mobile device such as a camera indefinitely. Where this is not possible, photographs should be deleted at the end of an academic year or when finished with.

On residential, it is important to get images back to school to put on the website or social media. Only the group leader is able to take photographs on their personal phone and must delete the pictures once sent to school.

#### **6. Images for School Publications**

- The school will only take and use images that are appropriate and are considered to not be open to misuse.
- All parents/carers will be asked to complete a form indicating for what purpose they will allow their child's photograph to be used. These will be stored in the office and each class teacher will receive a spreadsheet indicating the permissions given. Permissions will be checked on entry to the school and at the start of KS2.
- If an image of a pupil is used, the pupil's full name will not be published, unless permission has been granted. If a name is published, no image will be used without specific consent.
- Pupils and parents/carers should be encouraged to recognise the value of group photographs or recordings of school events.

- The school recognises that images must not be used to cause distress, upset or embarrassment.
- The school will use photographs that represent the diversity of the children/young people participating.
- Images of pupils from the school will not be used to illustrate controversial subjects.

## **7. Images for the School Website/Social Media**

The school will use the website and social media platforms to celebrate learning, successes and special events that take place in the school. When using images for this purpose the school will ensure that only appropriate images are used and that all relevant permissions are checked.

*See Social Media Policy*

## **8. CCTV**

The school uses CCTV in some areas of school property as a security measure. Cameras will only be used in appropriate areas.

## **9. Children Photographing One Another**

The school owns sets of cameras, both still imaging and video imaging as well as devices capable of capturing still and moving images. Staff will supervise and maintain control over any photographing pupils do during on-school or off-site activities using school devices. As part of online safety, pupils are explicitly taught about keeping themselves and other safe.

If pupils bring phones into school, they must immediately hand them to the office. Pupils are prohibited from bringing phones on any visit off site, or residential experiences, but are able to take cameras. Staff are made aware of who has cameras and will monitor their use. If it is found that cameras or phones have been misused, the school will follow the disciplinary procedures. In some cases it may be necessary for Threemilestone School to contact Children's Social Care and/or the Police.

## **10. Use of images as part of the EYFS learning journal (Tapestry)**

The school uses an online learning journal to trace the assessment of pupils in the EYFS. Annotated photographs are stored online using a service called Tapestry which is made available to parents/carers. The school has taken the following precautions to ensure the safety of the images and information regarding the pupils in EYFS:

- All data is stored on secure servers based in the UK and the data uploaded remains the property of the school.
- All devices used for the recording and editing of such images are passcode protected and are able to be remotely wiped in the event of Theft.
- Parents/carers have access to their child’s learning through an App or via the Tapestry website. This requires registering an email with the school and this is password protected.
- In instances of group learning, photos of pupils will not be shared with parents/carers unless the parents/carers of all pupils in the photograph have ‘opted in’.
- Parents/carers who opt to receive photos of their children via the App are required to sign to say that they will:
  - Not publish any observations or photographs of their own or other children on any social media site (including Facebook, Instagram and Twitter).
  - Keep their login details within trusted family members.
  - Accept that their child’s photograph may appear on their classmate’s learning journal account and they may see pictures of other class members on my child’s personal account.
- Parents/carers who do not agree to the terms will not be sent images of their child, nor will their child’s images be sent to other parents/carers as part of a record of group learning.
- Parents/carers will have the opportunity to discuss these arrangements at the EYFS welcome meeting and by appointment with the EYFS class teachers.
- EYFS class teachers will have responsibility for uploading the pictures to the online journals and this duty will not be delegated to HLTAs or TAs.

\_\_\_\_\_ Dated \_\_\_\_\_  
 Author

\_\_\_\_\_ Dated \_\_\_\_\_  
 Headteacher

\_\_\_\_\_ Dated \_\_\_\_\_  
 Chairperson of Governing Body

\_\_\_\_\_ Dated \_\_\_\_\_  
 Chairperson of Teaching & Learning

**Ratified at Full Governing Body Meeting:**

**Date of next review:**

## **Appendix 1**

### **Parents' / Legal Guardians' Consent to Take and Use Images of Pupils**

- Threemilestone school recognises that a balance between the low risk misuse and the numerous positive results of the colourful, well produced school material is necessary.
- The school will only take and use images (photographs and DVDs) that are appropriate and are considered to be safe from misuse.
- Pupils 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.
- By signing this consent form you agree that any images that you take during school activities will not be used inappropriately. This includes the distribution of images of pupils at school events via social media or other means of electric communication. Pupils at Threemilestone School may be vulnerable and the inadvertent disclosure of a child's location/identity could put the child/family at risk. Our safeguarding role is of utmost importance to us. We take breeches of our safeguarding policy very seriously and, following legal advice, we will apply appropriate sanctions.

Please read our Policy for the Use of Images of Children (available from the school office or the school website) and indicate whether you agree to your child's images being taken. You have the option to indicate whether or not you consent to your child's images being taken and used for different purposes.

**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 Guardian (block capitals)	
<b>I have read the school's policy (available from the school office/website) on the use of images of children and I agree to its provisions.</b> <i>Please give your consent by putting your initial next to each statement below. Your child's images will not be taken/used as specified if you <b>do not</b> give your consent.</i>	
<b>I give consent to images of my child being taken and used for official school purposes of promoting or publicising school events in accordance with the guidelines of the policy</b>	
<b>I give consent to images of my child being used on the school website and I understand that these images will be available on the Internet.</b>	
<b>I give my consent that my child can appear in video recordings which the School may make to promote the school or record specific events.</b> These images may be distributed / sold to other parents or carers of children also participating in the events.	
<b>I give consent for the media to take and use images of my child</b> (please note that content could be made available on the internet and/or social media).	
<b>I give consent to the School to give the media the <i>first name</i> of my child for publishing with the child's photograph on media outlets</b> (including TV, radio, social media, blogs, newspapers etc.)	
<b>I agree that any photographic or video images I as a parent or legal guardian might take at school events will not be used inappropriately.</b> (including posting images on facebook, twitter or social networking sites or sharing images electronically).	
Signature of parent/ legal guardian of the child	
Relationship to the child	
Date	

**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 this form to the school office.