

# Fairstead House

## TAKING, USING & STORING IMAGES OF CHILDREN POLICY Incorporating the Early Years Foundation Stage

### INTRODUCTION

At Fairstead House we are an open and inclusive community that is very proud of all of the achievements of all of our pupils in their academic, artistic and sporting endeavours. The school celebrates its diversity and gives all of its many visitors a warm welcome.

The school particularly welcomes parents to its concerts, plays and sporting events as well as to more formal occasions during the school year. The school walls are decorated with examples of pupils' work, and photographs of trips and expeditions in which our pupils have participated. The school's website is updated regularly and all parents are sent newsletters in order to keep them fully abreast with the news of the school's active community.

From time to time the school may be visited by the media who may take photographs or film footage at a school event. Pupils will often appear in these images which may then appear in local or national media and, unless you inform us in writing to the contrary, children's full names may accompany the photographs.

### USE OF IMAGES: DISPLAYS ETC

#### **Publication of Children's images**

When publishing images of children in school documents or on the website, care is taken to minimise the risk of such images being modified to create inappropriate or indecent images.

Staff should be mindful of child protection issues and raise concerns with the Designated Officer for Child Protection if they become aware of anyone:

- taking an unusually large number of images
- taking images in inappropriate settings such as cloakrooms, toilets or changing areas
- taking images of children who are apparently unaware that they are being photographed or filmed

#### **Use of mobile phones, iPads and cameras by staff**

All photographs taken of pupils by members of staff must be taken on a school camera **or device**. All images must be transferred to the staff server at the earliest opportunity and deleted from the camera **or device**.

Personal mobile telephones and cameras should not be used when members of staff are teaching or involved in an activity with the pupils. However, under exceptional cases, if a member of staff does not have a School Approved camera and considers that a photograph/film of a child/children would

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be beneficial for School purposes( see below), they may use their own device. The images/film must be transferred to the School server at the earliest opportunity and deleted from the member of staff's personal device immediately.

School purposes include:

- Recording a child or group of children participating in activities or celebrating their achievements and are an effective way recording their progression.
- Internal displays (including clips of moving images) on noticeboards within the school premises;
- Communications with the school community (parents, pupils, staff, Governors and alumni) via news sections of the school's website;
- Marketing the school digitally through the website the school's prospectus, displays at educational fairs, on social media and other marketing functions and by other means.

## **EYFS STAFF**

No personal mobile phones or cameras or devices can be used in the presence of any EYFS children. Any such device taken into school must be stored out of sight and away from the children. This includes staff who come into the children (e.g. kitchen staff, the caretakers, music teachers, etc).

Signages around school remind parents and visitors not to use their mobile phones or devices.

## **IMAGES THAT THE SCHOOL USES IN DISPLAYS AND ON ITS WEBSITE**

The images that the school uses for displays and communications purposes never identify an individual pupil by their full name. Instead, they name the event, the term and year that the photograph was taken. The school only uses images of school activities, such as plays, concerts, sporting fixtures, prize-giving, school trips etc in their proper context. The school will never use any image that might embarrass or humiliate a pupil. It will also only use images of pupils who are suitably dressed. Pupils are always properly supervised when professional photographers visit the school. Parents are given the opportunity to purchase copies of these photographs.

## **STORAGE AND REVIEW**

Photographic images are stored securely either in locked filing cabinets or in a password-protected section of the school's database. In the EYFS children may view photographs on the classroom PCs. They are reviewed annually and are deleted when no longer required. Please note that the school's existing publications, website and archived material may contain these images.

## **MEDIA COVERAGE**

Fairstead House will make every effort to ensure that children whose parents or guardians have refused permission for images of their children to be used are not photographed by the press.

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If at any time an article or feature is about a single child or small group and it is appropriate to name that child/ children then consent will be sought from the parents.

The school will always complain to the Press Complaints Council (PCC) if the media fails to follow the appropriate code of practice for the protection of young people including the children of celebrities.

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## STAFF INDUCTION

All new teaching and office staff are given guidance on the school's policy on taking, using and storing images of children.

## USE OF CAMERAS AND RECORDING EQUIPMENT BY PARENTS AND GUARDIANS

Parents are welcome to take photographs of their own children taking part in school events, provided they are for their own private use. When an event is held indoors, such as a play or a concert, parents should be mindful of the need to use their cameras and recording devices with consideration and courtesy for the comfort of others.

The school asks parents not to take photographs of other pupils on their own without the prior agreement of that child's parents.

Flash photography can disturb others in the audience or even cause distress for those with medical conditions; we therefore ask that it is not used at indoor events.

Parents are also reminded that copyright issues may prevent the school from permitting the filming or recording of some plays and concerts.

Fairstead House records plays and concerts professionally (not just those where copyright applies). Copies of the DVDs are available for parents to purchase.

Responsibility SMT Date: Autumn 2016 Review Autumn 2018
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