



Thythorn Field
Primary School

School Images Policy

Adopted By School:

January 2024

Review Date:

January 2027

Governor Signature:

THYTHORN FIELD PRIMARY SCHOOL

SCHOOL IMAGES POLICY

Introduction

Thythorn Field Primary school takes very seriously its responsibility to protect and safeguard the welfare of the children and young people entrusted to its care. For this reason, the guidance of the Leicestershire County Council has been used to develop a policy that seeks to set out how we plan to address the use of images on the Thythorn school site or visits/events where Thythorn Children are taking part/ representing the school. Furthermore, advice has been sought from the safeguarding team. This policy builds on the School's good practice but also formalises new precautions.

Technological advances require consistent vigilance to protect pupils and staff at Thythorn Field Primary school. The whole school community needs to be aware that images are potentially available for a large audience to view, and we need to be aware that children and families need to have their privacy protected as far as possible.

The numbers on role at Thythorn Field Primary School are increasing and there are an increasing number of vulnerable children on role at any one time across the age range. Parental consent is always obtained when a pupil joins the school. There are a number of parents going to extreme lengths to protect their child/children's identity or the whereabouts of their child. We have to, as a school, take this into consideration, that either by accident or deliberately, other parents and staff should not take images of these children and put the children/ families at considerable risk.

Where children's images are taken at a specified event, prior permission must be obtained that parents will allow photographs or film footage. A general rule should be that photographs are taken, but do not have children's names/full names, the school logo cannot be identified at all, the child and name published do not correspond and do not include any personal details.

The use of images of children raises particular legal issues. All photographs should conform to the general principles of being sensitive and always appropriate. In particular;

Avoid close up shots of individual children where possible and instead use general shots of the classroom or group activities, consider the state of dress and camera angles.

Whilst primarily this policy centres on images of young people, staff also need to be protected. There is increasing evidence of cyberbullying of pupils and staff through the misuse of internet enabled devices. Written permission from teachers and other adult staff and volunteers should also be sought before their photograph is taken/used by the school.

In summary at Thythorn Field Primary School:

- This policy relates to the use of images and will be reviewed in light of new safeguarding / LA advice.
- Written permission from those with parental responsibility to use images of their child / children will be taken as soon as their child joins the school.
- In the event of a child taking part in an activity outside of school where a named third party may take a photograph, obtain written permission in advance or advise those taking photographs at the event permission has not be obtained.
- Written permission will be asked of other adults in the school to use their photograph.

- All images taken in school or at Thythorn events / visits to be taken on school cameras only and stored securely on school equipment.
- All visitors are informed not to take photographs on camera phones. Posters around the school inform all adults / young people entering the school site.
- At the end of each academic year, all images to be shredded by a reputable company or in house using a shredder. Parents are asked each year if they want their children's old books from the previous year which are stored securely. All images digitally stored to be deleted after one year, in line with our Retentions Policy.

Section 2

Use of images taken by other adults and organisations

Team photographs

Sometimes team photographs are taken;

- When all parental consent allows, the team photographs and full names can be published in this situation and the publication can occur. However the Head teacher or adult present at the event and in charge may still deny publication if the photograph is not appropriate. It would still be prudent to ask to see a preview of the image/images that have been taken or selected.
- If a parent is not happy to have a child's name printed with the photograph, then consideration could be given to publishing the photograph with no names. Publication would only go ahead with this assurance.
- If parents of a child have indicated that the child is vulnerable and should not have a photograph printed then a team photograph may not be appropriate.
- This might also mean offering only those children whose parents are happy for publication of photographs and names, for inclusion in any photo opportunities involving newspaper publicity.

Portrait photography in school

- At Thythorn we use professional photographers twice a year to come into school to take individual and class photographs of children. These are then offered for sale to parents. This is essentially an arrangement between the photographer and the parents which the school facilitates. The school cannot take responsibility for issues such as copyright and the use of images held by the photographer. At Thythorn we will take the following action;
- Take reasonable steps to ensure the photographer is bona fide and reputable.
- Ensure parents are aware of when the photo sessions are taking place.
- Ensure that children whose parents have objected, are not photographed.
- No child or class is left alone with a photographer, as in all other situations reasonable supervision by school staff is the norm.
- Careful checks need to be made as to where "proofs" of photographs are displayed for parents to view before ordering. Again, if this is on the photographer's website, parents need to be carefully informed in advance so they are given the opportunity to withdraw their child from the photographing session.
- Where there is no parental permission, children should not be asked to make the decision.

Photography or filming by parents

The ease with which photographs can be distributed is also a serious concern. Photographs can be quickly forwarded on to others or even distributed to websites and social media. Once released in this way, it is impossible to track down and permanently delete images.

Parents will be given advance warning that no photographs during an event / performance may take place to safeguard children at Thythorn.

Notices at the actual event will remind parents not to take photographs or film during the performance.

Rather than a blanket ban, time will be given at some point after the performance for parents to take photographs if they so wish for home use.

The school would also consider professional photography arranged by the school of some performances. This way the school retains control of images in a way that may be acceptable to those parents who would object to their child being filmed. Only acceptable images would be made available for parents to order.

If performances were filmed and made available for parents to purchase, costs would only be covered. This would not be used as an opportunity to raise funds.

In conclusion

- At Thythorn Field Primary School where photographers are used, the school will take reasonable steps to ensure they are reputable and ensure parents are aware that the photo session is taking place. Parents/carers may choose to withdraw their child/children if they so wish.
- At Thythorn, reasonable supervision during any photo session will take place.
- At Thythorn, we will avoid naming a child in the text or photograph caption if appearing in any material produced by the school for external use such as a school website, school prospectus or newspaper article.
- The decision on whether or not to allow photography, filming or video equipment will be communicated to parents in writing well in advance of any event or performance.