



# **SAINT EITHNE'S PRIMARY SCHOOL**

## **Photographic Images of Children Policy**

**Date of Review: October 2028**



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Related Documents: E Safety Policy

Mobile Phone Policy

### **Guidance on Photographs of Children**

#### **1. Introduction**

This document provides information on the appropriate use of images of children in Saint 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 Saint 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 Saint Eithne's of children's activities.
- Publications by the Saint Eithne's and by CCMS, EA or similar educational bodies.
- Saint Eithne's web-site and FaceBook page.
- 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 Saint 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 Saint Eithne's will follow.

1. We shall give parents / carers an opportunity to read and respond to 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 remove their consent 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.
  - i) Use photographs that represent the diversity of the young people participating.
  - j) Any concerns relating to any inappropriate or intrusive photography is to be reported to the Mr Mc Dowell (*Principal*).
  - k) *We have a duty of care* and challenge any inappropriate behaviour or language.
  - l) Do not use images that are likely to cause distress, upset or embarrassment.
  - m) Regularly review stored images and delete unwanted material.

## **6. Parental Permission**

We shall give all our parents /carers the opportunity to respond to our “Use of images consent form” (A1) annually in our ‘Start of Year Policies Summary’ booklet. The form covers Saint 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. Saint 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 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 mobile phones 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 children 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 children using the phones and the school does not wish to be the cause of our children's ill-health at any time. Children will always be able to ring home when they have forgotten something or in an emergency. Teachers, parents & children 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 children 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](http://www.steithnes.net)) and school FaceBook page. The website and Facebook page are maintained and carefully monitored 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 sought.

### **15. Close Circuit Television (CCTV)**

At Saint 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 will be reviewed every three years.

#### **18. Further Information**

Saint Eithne's Pastoral Care & Child Protection Policy.

Saint 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

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

***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 recording device 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.***

***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.***