Good Shepherd Primary & Nursery School

Digital Images Policy

UNCRC Article 3: The best interests of the child must be a top priority in all decisions and actions that affect children.

Signed _____

Chairperson of BOG

Date _____

Digital Images Policy

This policy has been modelled on Using Images of Children: Photographs, Videos, Websites and Webcams – Guidance for Surrey Schools.

Rationale

We live in an age in which digital photography has vastly increased the use and potential misuse, of photography.

Most children who are abused are abused by someone they know. Guidance from Surrey County Council in consultation with Surrey Police takes the view that the risk of a child being directly targeted for abuse through being identified by a stranger is so small that, provided reasonable steps are taken to ensure that an appropriate photograph is taken and full name and contact details are protected, the practice of photography for school events by families and the media should be allowed.

Generally, photographs for school and family use and those that appear in the press are a source of pleasure and pride which we believe usually enhance self-esteem for children and young people, and their families and the practice should continue, within safe practice guidelines.

Provided reasonable steps are taken, we believe that the practice of photography, for school events by families and the media should be allowed in Good Shepherd Primary & Nursery School and that a complete ban would be an over-reaction. In addition, considering the widespread use of mobile telephones as digital cameras, a ban would be difficult to impose and police.

1. Issues of Consent

The Data Protection Act 1998 affects our use of photography. This is because an image of a child is personal data for the purpose of the Act and it is a requirement that consent is obtained from the parent of a child or young person under the age of 18 years for any photographs or video recordings beyond the school's core educational function (e.g. school web sites and school shows etc). We believe that it is important to ascertain the views of the child as well.

As it is likely that there will be a number of occasions during a pupils' life when the school may wish to photograph or video a pupil/ pupils, consent is sought when the pupil starts at school and we will ask parents to renew consent annually.

A signed consent form, as attached to this form (see Appendix 1), will be obtained from each child's parent/guardian, and kept on file, covering all cases where images are to be published beyond the parameters of school use.

Where children are 'Looked After', we will check consent on the corporate parent's behalf with the social worker.

Parents retain the right to withdraw consent at any stage, but they need to do so in writing.

2. Planning Photographs of Children

Images published together with names and details of pupils allow for the remote possibility that people outside the school could identify, and then attempt to contact, pupils directly. The measures below should attempt to minimise the risk of such unsolicited attention.

- Where possible, staff will take general shots of classroom / group activities rather than close up pictures of individual children. Consider camera angle as photographs taken over the shoulder / from behind are less identifiable.
- Staff will use images of children in suitable dress and take care when photographing PE / swimming events to maintain modesty.
- Staff will include images of children from different ethnic backgrounds in our communications whenever possible and positive images of pupils with disabilities to promote our school as an inclusive community and to comply with the Disability Discrimination Act.
- We will consider alternatives. Is a photograph of the children necessary or could an article be illustrated by the children's work?
- Pupils are not permitted to take mobile phones , DSs, camera/ smart watches, tablets or i-pads to school or on school trips in order to avoid the misuse of photographs of other pupils or staff.

3. Identifying Pupils

If the pupil is named, we will avoid using their photograph. If the photograph is used, we will avoid naming the child. In school communications, we will use the minimum information in terms of pupils' names or year group.

Where a pupil is fully named in any published text, whether in our school prospectus or website, we will avoid using their photograph unless we have special parental consent to do so. However, pupils' first names may be used and their full names may be given in a group situation where they cannot be linked to individuals in the photograph (where parental consent has been given). For allowing access to the press see section 5.

4. Using Photographs of Children supplied by a Third Party

Copyright does not apply to images for private family use. However, copyright does exist in commercial photographs and it rests with the photographer.

Before using a photograph supplied by a third party school staff will check that the third party owns the copyright in the photograph and we will obtain written or verbally recorded permission to use it. We understand that the use of a photograph without the copyright owner's permission is a copyright infringement. Images downloaded from the internet are also subject to copyright. Third parties will be asked to guarantee that all relevant consents have been given and that they are entitled to provide the school with the image.

5. Use of Images by The Press

There may be occasions when the press take photographs of pupils at our school. Our consent form attached (see Appendix 1) specifically enables parents to decide to agree to their children being featured in the media.

Good Shepherd Primary & Nursery School will allow the press to take appropriate photographs but as a rule pupils' names will not be given to the press. Only in exceptional circumstances, pupils' first names may be used and their full names may be given in a group situation where they cannot be linked to individuals in the photograph (where parental consent has been given). In such circumstances, school staff will ask the press to avoid printing children's names in left to right order (traditional method), making it harder for someone to identify an individual child.

School staff will ensure that pupils are not interviewed by the press without the school's permission. Additionally, school staff will make clear in advance to journalists on what basis they are going to be allowed to take photographs and what use they can make of the images and the pupils' names.

6. School Prospectus / Other Literature

Whilst our school literature is copied to a specific audience (namely parents of pupils / members of the Board of Governors and school staff), again we will avoid using full names or giving personal details of any child in a photograph.

7. DVDs/ recordings (School Productions)

Parental consent will be obtained before any child can appear in a DVD/ recordings. Parents can video record events for their own personal and family use as they are not covered by the Data Protection Act. (Please also refer to Section 10). However, to make sales or pass copies on could be a breach of the Data Protection Act.

When hosting an event where parents are permitted to take photographs or videos, school staff will make clear from the start that any images taken are for private use only and if they include others, they must not be put on the internet without their consent, otherwise the Data Protection Act may be contravened.

Good shepherd Primary & Nursery School may take an official video of the events (such as the Christmas Nativity and the Summer Show) and make copies available to parents or share via appropriate platforms with permissions.

The Board of Governors will consider the taking of photographs and video-recording school events (eg. assemblies, the nativity play or school shows) and formally endorse their decisions.

Parents will be reminded at any public performances: **'Use your camera and video courteously' code – a guide for parents who wish to photograph and/or video a school event**

Generally, photographs and videos for school and family use are a source of innocent pleasure and pride which can enhance self-esteem for children and young people and their families. By following some simple guidelines, we can proceed safely and with regard to the law.

- Remember that parents and carers attend school events at the invitation of the head and governors.
- The head and governors have the responsibility to decide if photography and videoing of school performances is permitted.
- The head and governors have the responsibility to decide the conditions that apply in order that children are kept safe and that the performance is not disrupted and children and staff not distracted.
- Parents and carers can use photographs and videos taken at a school event for their own personal use only. Such photos and videos cannot be sold and must not be put on the web/internet due to Data Protection legislation, which in such circumstance is likely to be contravened.
- Recording or/photographing other than for private use would require the consent of all the other parents whose children may be included in the images.
- Parents and carers must follow guidance from staff as to when photography and videoing is permitted and where to stand in order to minimise disruption to the activity.

- Parents and carers must not photograph or video children changing for performances or events.
- If you are accompanied or represented by people that school staff do not recognise, staff may need to check out who they are if they are using a camera or video recorder.

8. Websites

This is an area that gives particular concern to parents because of the potential misuse of images by paedophiles. With digital photography there is the remote possibility that images of children could be produced, manipulated and circulated without the parent's permission or children's knowledge. The dual concern which follows such a risk is that children might be exploited and an organisation may be criticised or face action.

It is important to take care with identification and to respect parental views on the use of any photography on a website. Thus, we will again seek parental permission to put photographs of our pupils on the school website (see Appendix 1 – consent form)

We recommend that staff, parents and governors visit the *Child Exploitation and Online Protection Centre* www.ceop.gov.ukn (Using Images of Children Page 5 February 2007) for further information.

9. Webcams

The regulations for using webcams are similar to those for CCTV (closed circuit television). This means that should staff need to use the webcam for curricular purposes, the area in which they are using the webcam will be well signposted so that people know that the webcam is there before they enter the area in order to consent to being viewed in this way. Children and staff would be consulted and special consent would be obtained from parents of all pupils involved before filming takes place. In gaining consent, all persons would be told why the webcam is there, what the images will be used for and what security measures are in place to protect access.
Advice from DfES is that unless a webcam is a response to a specific threat or difficulty in relation to either crime or health and safety, it may pose more difficulties for organisations than it would actually resolve. If school, staff in Good Shepherd Primary & Nursery School wish to use a webcam for curricular purposes, further consultation with parents, governors and pupils will be necessary.

10. Parental Rights to Take Photographs

Parents are not covered by the Data Protection Act 1998 if they are taking photographs or making a video recording for their own private use. The Act does not therefore stop parents from taking photographs or making video recordings at such events as assemblies and school shows. Parents are not permitted to take photographs or to make a video recording for anything other than their own personal use (e.g. with a view to selling videos of an event or

posting on social media without permission). Recording and/or photographing other than for private use would require the consent of the other parents whose children may be captured on film. Without this consent the Data Protection Act 1998 would be breached. The 'Use Your Camera and Video Courteously' code (see Appendix 2) form reminds parents of this fact.

People with no connection with Good Shepherd Primary & Nursery School are not allowed to film covertly. Staff/members will to be aware of anyone they do not recognise who is using a camera or video recorder at events. In the event that someone, who has no connection with Good Shepherd primary & Nursery School, is filming covertly, school staff will ask the person to stop filming.

11. The Storage of Photographs

Photographs will be maintained securely for authorised use only and disposed of either by return to the child, parents or shredded as appropriate.

12. Official Photographs

We will periodically invite an official photographer into our school to take portraits/photographs of individual children and or groups. We will carry out our own risk assessment in terms of the validity of the photographer/agency involved and establish what checks and vetting has taken been undertaken. We will also ensure that levels of supervision are appropriate to safeguard the welfare of children at all times when visitors are present.

13. Useful Sources of Information

- DFES WEBSITE 'Superhighway Safety' at www. Safety.ngfl.gov.uk/schools
- 'Keeping Your Child Safe On The Internet' publication by UK online and the Home Office, at www.wiseuptothenet.co.uk
- The Information Commission www.dataprotection.gov.uk
- Press Complaints Commission www.pcc.org.uk
- Internet Watch Foundation www.internetwatch.org.uk
- Department for Education & Skills www.dfes.gov.uk

If you need further information, please contact one of the following:

- Designated teacher / VP - Mrs M. Harley
- Deputy Designated teacher/Principal - Mrs S. McCafferty
- Chairperson of BOG - Mr. P. Duffy
- Designated Governor for Child Protection - Dr. M. Gormley
- The school's Educational Welfare Officer, Mrs. Aine Hudson (028 71 272300);
- The Designated Officer responsible for co-ordinating action on Child Protection in the EA (028 82 411477);

- The Child Protection Officer in the Council for Catholic Maintained Schools (028) 92 013014; and,
- The Gateway team (Western Health & Social Services). Tel 02871 314090 or the PSNI at Public Protection Unit Tel: 028 70 344 122

All Parents/Guardians of new pupils and those entering the school in P1 or Nursery are asked to complete the 'All about me' information booklet which informs us on various permissions including that of photographic. This is attached below:

All About Me

Welcome to Nursery!

An information resource for your child's new teacher.

Please complete and return to school.

~PRIVATE & CONFIDENTIAL~

Name of Child: _____ DOB: _____

Your Child's Teacher will be: _____

This information booklet aims to assist the class teacher in preparing for your child's learning.

I live at:_____

I live with (please also record their relationship to your child):_____

_____

_____

_____

My childminder is:_____

The following people may collect me from school:_____

_____

_____

Did your child attend preschool/nursery? Yes/no

If so, where: _____

My home language is:_____

Allergies: _____

Medical conditions: _____

If your child has asthma and requires an inhaler, please supply one to the child's class teacher to retain in school. Please make sure that it is clearly labelled with your child's name in a clear plastic zip lock bag. Please make note of the inhaler expiry date and replace when necessary. Complete the form at the end of this booklet.

Medicines: _____

Doctor:_____Tel:_____

Health Visitor: _____Tel:_____

Is your child independent when using the toilet: yes/no

Social Services/Family intervention team involvement: yes/no

Social Worker:_____ Tel:_____

Does your child require glasses: yes/no always/sometimes

Does your child require any hearing assistance equipment? Yes/no

Does your child attend speech & language therapy? Yes/no

Name of Speech & language therapist: _____Tel:_____

Does your child attend a physiotherapist? Yes/no

Name of Physiotherapist:_____ Tel:_____

Does your child attend Occupational Therapy? Yes/no

Name of Occupational Therapist: _____Tel:_____

Has your child attended any other support services? Yes/no

Details: _____

_____

Has your child ever been assessed or observed by educational psychology? Yes/no

Name of Educational Psychologist: _____

Have you any concerns or queries about your child which you would like to discuss further with your child's teacher or require support with? Yes/no

Details:_____

_____

_____

_____

Is there any other information which you feel would be beneficial in assisting us in supporting your child or your family? Please share details below and we can discuss this.

_____

_____

_____

_____

Thank you for your co-operation in this.

Please complete and return to your child's class teacher
Name of child:_____ Class:_____

Please CIRCLE either YES or NO in each box

In the Event of an Emergency:

In the event of your child requiring immediate medical attention, the school will make every attempt to contact you. If we are unable to do so, your child will be accompanied to **Altnagelvin Hospital A&E Department** by a responsible adult, while contact with you is continually sought. If necessary, I give permission for my child to be taken to **Altnagelvin Hospital A&E Department** for any medical treatment required.

YES/NO

Outings

I give permission for my child to participate in spontaneous local out of school activities such as a walk to the park/library/local shop/chapel/swimming pool and town

YES/NO

Transport

When transport is required, I give permission for my child to travel by:

Bus/Coach **YES/NO**

Minibus **YES/NO**

Car/Taxi (e.g. Football) **YES/NO**

Using the Internet:

The C2K computer system has an extremely tight locking system which does not allow access to any harmful materials.

I give permission for my child to use the internet in school, fully supervised by an adult.

YES/NO

RSE

Our teachers will deliver the *Relationships and Sexuality Education (RSE)* curriculum. If you wish to review or discuss the material which will be delivered to your child, please make an appointment at the school office. Please refer to the schools' RSE policy which can be

accessed on the school website in the 'Our School' section. All these topics will be delivered in a sensitive and age appropriate way. This programme is delivered firmly within the context of the Church's teachings.

Please select:

I **allow/do not allow** my child to participate in RSE at Good Shepherd Primary & Nursery School.

Signed: _____ Date:_____

CONSENT FOR PHOTOGRAPHS AND FOOTAGE

Photographs and recordings of pupils for school, family and press are a course of pride to both the pupils and their families/legal guardians. Taking, keeping and publishing photographs and video footage involves processing personal data under data protection laws.

To enable us to comply with our obligations under the General Data Protection Regulations, we are required to obtain express consent to the use of a pupil's image for example in school displays, performances, newsletters, prospectus and our social media platforms.

In all instances, the image or footage may be an individual, small group, class or classes. Where pupils are named, we will use first names only unless we have sought prior permission from you to publish full names (***newspaper and media companies will often use a full name we will not seek further permission for this).** We will only use photographs and footage where pupils are appropriately dressed to reduce the risk of inappropriate use of the images or footage.

This consent form is valid for the duration of your child's education at **Good Shepherd Primary & Nursery School.** A reminder will be sent out annually. Consent will also be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

- New requirements for consent, e.g. an additional form of media to use with pupils/parents/legal guardians.
- Changes to school circumstances.
- Please be aware that websites and social media can be viewed throughout the world and not just in the United Kingdom where UK law applies. Our current social media accounts are the School Website: www.goodshepherdps.net , The School App (Schools NI) School's Facebook Page, Twitter and CCMS Website.
- We may continue to use your child's image or footage after they have left the school in promotional materials or on our social addresses, telephone or video, on our websites or in any printed materials.
- We may include a pupil's written work, projects and artwork including portraits of other pupils on our website and in promotional materials.

Please **CIRCLE** either YES or NO in each box

I give permission for photographs, voice recordings or videos of my child to be taken and used within school, for example: displays in school entrances.	**YES NO**	My child's image, voice or work may be used in school promotional materials, for example: prospectus, other publications that we produce for promotional purposes.	**YES NO**
I give permission for photographs of my child to be used in the printed school newsletter. Their name may also be used alongside their image.	**YES NO**	I give permission for visiting media organisations to take photographs or video footage of my child and use them in local or national publications, on websites and on radio or television programmes.	**YES NO**
My child's photograph is allowed to appear on the school website.	**YES NO**	My child's name* may be used in connection with this material. (*In these instances full names are often used).	**YES NO**
My child's photograph is allowed to appear in the school's social media accounts: Facebook & Twitter	**YES NO**	My child may feature in footage recorded for the purposes of teacher training which is shared with other teachers in the school or externally to help raise teaching standards.	**YES NO**
I give permission for my child's work to be used on the school website, virtual learning environment and our school-managed social media portals.	**YES NO**	My child's photograph is allowed to appear in local newspapers (starting school supplement/awards etc.)	**YES NO**
My child's photograph is allowed to appear on the CCMS (Catholic Council for Maintained Schools) website.	**YES NO**	I allow a video/image of my child to be shared on **their class seesaw group**. This may be a recording of an assembly/class production.	**YES NO**

Signed:_____ Date:

_____

We publish all important school policies on our school website under the 'Our School' section. Please read through and familiarise yourself with these policies. A hard copy is available on request from the school office at any time.

Intimate/Personal Care

At Good Shepherd Primary & Nursery School; children are encouraged to become completely independent in their personal care and toileting needs. Children are free to use toilets at any time during the day. However occasions may arise when a child may need support with their personal care as a consequence of having had a 'toileting issue'. On such occasions a designated member of staff will be available to arrange for the child to get an appropriate change of clothing.

If your child has a 'toileting issue' a designated member of staff will:-

- Console the child and provide him/her with a change of clothes from the school supply.
- Escort the child to a changing area, and if required, and assist in cleaning the child and/or changing his/her clothes.
- The bag of soiled clothing is to be collected by parent/carer and washed at home.
- The Child's parent/carer will be informed of the 'toileting issue' as soon as possible.
- If a child resists the care being offered, by a designated member of staff, the parent/carer will be contacted and no further action taken until their arrival.
- If a child is having 'toileting issues' frequently, the teacher will meet the parents to discuss and plan appropriate action.

If you are prepared to accept the protocol outlined above, please sign the consent form to enable staff to take appropriate action.

Please Note

- If permission is not given, the parent/carer will be contacted to provide the necessary personal care, as when required.
- When contact cannot be established with the parent/carer, the school reserves the right to use its own discretion.

Personal Care Consent Form

I give permission for a member of staff that is familiar with the Intimate Care Policy to help my child with personal care if required. I (as a parent/guardian) am aware that I may be contacted to support my child's personal care throughout the school day if necessary.

Parent/Guardian _____ Date _____

Child Protection & Important Policies.

We publish all important school policies on our school website under the 'Our School' section. Please read through and familiarise yourself with these policies. A hard copy is available on request from the school office at any time.

Good Shepherd Primary & Nursery School is committed to implementing the DENI guidelines on Child Protection and will liaise with outside agencies, where appropriate.

The central principles of our Child Protection Policy are that every child has the fundamental right to be safe from harm and to have proper care given to their physical, emotional and spiritual well-being and children's concerns will be listened to and taken seriously.

In any instance the child's welfare must always be paramount.

We are also committed to keeping parents informed of safeguarding procedures. At Year One Induction in June prior to a child starting in September all parents are given a copy of Good Shepherd's Child Protection Policy and guidelines leaflet. These outline roles and

responsibilities in dealing with concerns, which may arise regarding a child's safety and well-being. Parents are asked to familiarize themselves with these documents and to sign to say that they have received and read the Child Protection Policy.

Please access the child protection policy on the school website in the 'Our School' tab.

I have access to, have read and am familiar with Good Shepherd Primary and Nursery School's Child Protection Policy. YES/NO

I understand and am aware that other key policies can be found on the school website. YES/NO

Signed:_____ Date:_____

If your child requires <u>any emergency medication</u> while in school, please complete the forms below:

FORM AM1: Good Shepherd Primary & Nursery School, Derry.
MEDICATION PLAN FOR A PUPIL WITH MEDICAL NEEDS

Date _____ **Review Date** _____

Name of Pupil _____

Date of Birth ____/____/_____

Class _____

National Health Number _____

Medical Diagnosis _____

Contact Information

1 Family contact 1

Name _____

Phone No: (home/mobile) _____

(work) _____

Relationship _____

2 Family contact 2

Name _____

Phone No: (home/mobile) _____

(work) _____

Relationship _____

3 GP

Name _____

Phone No _____

4 Clinic/Hospital Contact

Name _____

Phone No: _____

Plan prepared by:

Name _____

Designation _____ Date _____

Describe condition and give details of pupil's individual symptoms:

_____

_____

_____

Daily care requirements (e.g. before sport, dietary, therapy, nursing needs)

_____

_____

_____

Members of staff trained to administer medication for this child

(State if different for off-site activities)

_____

_____

Describe what constitutes an emergency for the child, and the action to take if this occurs

_____

_____

_____

_____

Follow up care

_____

_____

_____

I agree that the medical information contained in this form may be shared with individuals involved with the care and education of

Signed _____ **Date** _____

Parent/carer

Distribution

School Doctor _____ School Nurse _____

Parent _____ Other _____

If your child requires any asthma medication, please complete the attached form below:

MEDICATION PLAN FOR A PUPIL WITH MEDICAL NEEDS

Asthma

Only RELIEVERS (usually blue) to be kept in school.
Pupil must have immediate access to their reliever (Teachers bottom draw)
Relievers should be taken to sporting activities / educational visits.
Reliever should be clearly marked with the child's name and in date.
The Principal will accept responsibility in principle for members of staff who have volunteered and received appropriate training School Nurse /Support workers[1,2] in ***facilitating*** pupils taking medicine.

Date _____ **Review Date** _____

Name of Pupil _____

Date of Birth ____/____/____

Class _____

National Health Number _____

Medical Diagnosis _____

Contact Information

1 Family contact 1

Name _____

Phone No: (home/mobile) _____

(work) _____

Relationship _____

2 Family contact 2

Name _____

Phone No: (home/mobile) _____

(work) _____

Relationship _____

3 GP

Name _____

Phone No _____

4 Clinic/Hospital Contact

Name _____

Phone No: _____

Describe condition and give details of pupil's individual symptoms:

_____

_____

_____

care requirements (e.g. before sport, dietary, therapy, nursing needs)

_____

_____

_____

_____

I agree that the medical information contained in this form may be shared with individuals involved with the care and education of

Signed _____ **Date** _____

Parent/carer