



Photographs and Images of Pupils Policy

Policy Dated June 2004
(Reviewed March 2011, April 2013, Jan 2015)

Review Period: Every 2 years
Next review Due: Spring Term - 2017
Reviewed and Amended: Feb 08, Feb 10, March 11, April 2013, Jan 2015

Signed by Chair of Governors:

1.0 Background

This policy has been developed in response to guidance from the LEA in early 2004 to protect pupils and students from the improper use of photographs and images. It follows further consultation with parents, staff and governors.

The world has moved on considerably in 11 years particularly in the areas of communication and technology. In conjunction with our school policy on mobile phones and hand held devices (as found in the safety policy) pupils are not permitted to have devices with a camera facility at school and staff are required to have their phones switched off and not on their person during worktime.

2.0 The Policy

- 2.1 Parents and visitors are not permitted to take photographs or video during school activities, to protect pupils whose parents do not wish their child to be photographed.
- 2.2 Where the school may wish to use photographs showing pupils for publicity purposes in the press or in school information, parental consent is obtained for each pupil upon admission and is updated annually. Names will not be included unless parental agreement has been given.
- 2.3 Where the school may place images of pupils on the school's web-site names will not appear.
- 2.4 Within school photographs and video will continue to be taken as a record of individual achievement, specific activities and special events. The school will undertake to have procedures in place to keep these secure and not allow them to be used for any purpose outside of the school without prior consent.
- 2.5 Signatures of parental consent should be sought on an **annual** basis for the use of photographs and images.