

WHITCHURCH PRIMARY SCHOOL

PHOTOGRAPHING AND VIDEOING PUPILS POLICY

1. Introduction

1.1 The key concerns addressed by this policy regarding the use of images of young people relate to:

- The taking of inappropriate photographs or recorded images of young people
- The possible identification of young people when a photograph is accompanied by inappropriate information
- The inappropriate use, adaptation of images for use on child pornography websites
- Sharing electronic information (this is dealt with through the ICT Policy)

2. Obtaining Consent from Parents/Guardians

2.1 Parents/guardians are to be asked to complete a consent form when their child joins the school. A copy of the form is attached as Appendix 1.

2.2 The School Office is to maintain a list of children for whom consent has not been given in full or part and inform class teachers as appropriate at the start of each School year. Particular care should be taken to refer to the list when images or recordings are published on the School website or externally.

2.3 In certain cases, e.g. when a child is the subject of a Court Order, it may be appropriate to assume that consent is denied and a pupil's name should therefore be placed on the list automatically.

2.4 If the denial of consent creates difficulty for a School activity (e.g. production of a film), teachers should discuss with the parent/guardian concerned. If the parent/guardian agrees to waive their objection for the specific activity the School Office should be informed and a note made on the list referred to at 2.2.

3. Taking Photos and Videos

3.1 All young people featured in photographs/recordings must be appropriately dressed with outer clothing garments covering their torso from at least the bottom of their neck to their thighs (i.e. a minimum of vest/shirt and shorts).

3.2 Photographs and recording should typically focus on the activity. Where possible, images of children/young people should be recorded in small groups (the group may comprise any combination of adults and children).

3.3 Where possible, photographs/recordings should represent the diverse range of young people participating in activities.

3.4 Anyone taking photographs or otherwise recording school activities must have a valid reason for doing so and be able to identify themselves if requested. Any member of staff may approach and challenge any person

taking video or photographs if they consider it appropriate. If necessary, the matter should be reported to the police.

3.5 All concerns regarding inappropriate or intrusive photography should be reported in confidence to the member of staff leading the activity or the Head Teacher.

4. Publishing Images Externally

4.1 If a photograph/recording is used on the school website or externally, personal details of pupils such as name, email address, home address and telephone numbers should not be revealed.

4.2 Parents/guardians should be notified when images of their child are used externally (e.g. on the School website or in the local press). The children concerned should also be informed by staff as a matter of courtesy.

4.3 In order to guard against the possibility of a young person under a court order appearing on a website, the simultaneous streaming of images onto a website is not recommended. Delayed streaming also provides an opportunity for the editing of inappropriate clips (e.g. disarranged clothing).

4.4 Simple technology features such as watermarking may dissuade third parties from using or attempting to access controlled imagery.

5. Publishing Images on the Learning Platform

5.1 Slightly less stringent rules may apply to the publication of images and video on the Learning Platform, given that it is not open to the general public. However, the school must be alert to the possibility of inappropriate access. With this in mind, regular checks are to be carried out by the Learning Platform Administrator to ensure that images and video available there conform to the general principles of this policy.

6. Dissemination and Storage of Material

6.1 Care should be taken in the dissemination and storage of photographic and material.

7. Policy Review

7.1 This Policy should be reviewed every 2 years.

Status of this Policy: APPROVED

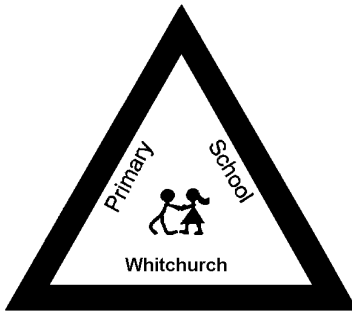
Date approved by Governing Body: 26 April 2010

Lead contributions from:

Staff: Dawn Chesters

Governors: Mike Holland

Based on OCC Guidance: Photographic Images – Guidance on Videos And The Taking of Photographs, pp 39-42 in the OCC Safeguarding Pupils Policy



Whitchurch Primary School
Eastfield Lane
Whitchurch-on-Thames
Reading, Berkshire.
RG8 7EJ

www.whitchurch.oxon.sch.uk

Telephone and fax: 0118 984 2347

Email: headteacher.2208@whitchurch.oxon.sch.uk

office.2208@whitchurch.oxon.sch.uk

Headteacher: Mrs. Dawn Chesters

30 April 2009

Dear Parents,

From time to time the school may take photographs for use in publications or for use on our school website. Please complete the tear off slip below stating whether you do or do not give your consent to your child's image being used for such purposes.

Please note that the school takes care to ensure that appropriate safeguards are followed when photographic and video material is taken and published. A copy of our policy on Photographing and Videoing Pupils is available on request.

Many thanks,

Mrs. Dawn Chesters
Headteacher

Childs Name:

_____ Class: _____

I do / do not consent to my child's image being used in school publications.

Signed: _____

Date: _____