



**St Bonaventure's Catholic Primary School
Egerton Road,
Bishopston
Bristol,
BS7 8HP**

The Use of Digital Imagery and Photographs Policy



ST BONAVENTURE'S CATHOLIC PRIMARY SCHOOL

The Use of Digital Imagery and Photographs Policy

Vision Statement

At St. Bonaventure's Catholic Primary school we strive to be the best we can; guided by the light of Christ

Rationale

Photographs and video for school and family use are a source of innocent pleasure and pride, which can enhance the self-esteem of children and young people and their families.

Parents/carers are not required to comply with the Data Protection Act 1998 when taking photographs for their own private use of their children at an organised event. Parents should not be stopped taking photographs for their own private use because of concerns of contravening the Data Protection Act.

However we must always be mindful of the need to safeguard the welfare of children in our school, and issues of child protection, data protection and parental consent has been given careful thought. Images may be used to harm children, for example as a preliminary to 'grooming' or by displaying them inappropriately on the Internet.

This policy will apply to all forms of publications; print, film, video, DVD, on websites and in the professional media.

Where another body provides services or activities separately, using the school premises, the Governing Body will ensure that the body concerned has appropriate policies and procedures in place in regard to safeguarding children.

Consent forms

All parents of pupils in the school will be asked to sign a consent form to gain permission to publish photographs in public places (including websites). – see Appendix 2

If parents/ carers disagree over consent for their child, it will be treated as if consent has not been given.

Use of images

Parents and Carers

The school will decide if the event is one at which photography and videoing will be permitted.

When informing parents of the event, they will be informed of the schools decision.

If general shots are to take place such as at a school fete, visitors will be warned in the invitation. The school will not use images of children unless parental consent has been obtained,



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If general shots are to take place such as at a school fete, visitors will be warned in the invitation and only images of children where parental consent is obtained can be used

Only images of children suitably dressed will be allowed to reduce the risk of images being used inappropriately. Special consideration will be given to photographs taken during PE (sports day) and swimming.

Those parents and carers in the school to help with assisting children to dress or change will not be allowed to take photos or videos during this time.

Schools

If a photograph is likely to be used again it will be stored securely and only accessed by those people authorised to do so. We will not re-use photos more than one year old, unless express permission is sought for use on the school website or in publications.

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Children who should not be identified

Every effort will be made by the school to prevent capturing of the image of any child who should not be identified.

Media photographing and filming

The media operate under their own Code of practice. Photographs taken by the media are usually exempt from the Data Protection Act.

If the media are invited into school for publicity purposes parents/carers of those children likely to appear will be informed

Video conferencing

Where parents have asked that their children's images should not be included in video conference every effort will be made to avoid this.

Mobile phones/ devices (MMS Multi-media messaging service, video phones, I pads)

Staff will not be permitted to take photographs on personal devices.

When using school devices the same rules apply as above and photos must be transferred to the school system for secure storage.

Guidance for parents

Written guidance will be given to parents/carers to the effect that any images must be taken for personal use only and specify that images including others must not be put on the web/internet, and that if they are Data Protection legislation may be contravened.

A copy of the 'Use your camera and video courteously code' is attached to the policy – Appendix 1. It is a request that all parents follow these guidelines.

Parents/carers will be prompted with a verbal announcement at the start of the event that any images must be taken for personal use only. They will be reminded them that such images must not be sold or be put on the web/internet other wise

Data Protection legislation is likely to be contravened.



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People with no connection to our school will not be allowed to photograph – staff will question anyone they do not recognise who is using a camera and or video recorder at events and productions.



Appendix 1

'Use your camera and video courteously code' *A guide for parents who wish to use photography 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 make children, young people and their families feel good about themselves. By following some simple guidelines we can proceed safely and with regard to the law.

Remember that parents/carers and others, attend school events at the invitation of the Headteacher and Governors

The Headteacher and Governors have the responsibility to decide if photography and videoing of school performances is permitted.

The Headteacher and Governors have the responsibility to decide the conditions that will apply so 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 must not be sold and must not be put on the web/internet. To do so would likely break Data Protection legislation.

Recording or/photographing other than for your own 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 they may need to check who they are, if they are using a camera or video recorder.

Remember that for images taken on mobiles phones the same rules apply as for other photography, you should recognise that any pictures taken are for personal use only.



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Appendix 2



ST BONAVENTURE'S CATHOLIC PRIMARY SCHOOL

Egerton Road, Bishopston, Bristol, BS7 8HP

Tel: 0117 3532830

Email: st.bonaventures.p@bristol.gov.uk

Web: www.st-bonaventures.bristol.sch.uk

Headteacher: Mrs Sarah Ballantine BA

Dear Parent / Carer

Over the next 12 months we will be staging events such as school productions, concerts etc, at which other parents will want to take photographs or record video images of their children performing. In addition, we may also be approached by members of the media wanting to take pictures or record film footage of our pupils in connection with activities such as productions, concerts, or other activities taking place at the school.

Publicity can be of great benefit in the wider recognition it offers for the achievements of children at the school. We would therefore like to be able to offer the media the chance to take pictures and film where this is appropriate.

Finally, there may be occasions when we would like to take and display photographs of children at the school on our website, again, in order to promote the school and the achievements of pupils in an appropriate way. These photographs may also be used in school brochures or other printed materials authorised by the school.

We recognise that there may be circumstances where a parent or carer will not wish their child to be filmed or photographed. We are therefore inviting you to let us know if this is the case by filling in the slip below and returning it to the school.

If you do not want your child to take part in an activity at which filming or the taking of photographs by parents or representatives of the media is likely to take place, or for your child to take part in any photo-calls, please tick box **A**. If you do not want your child to be photographed with a view to their image being displayed by us on our school website, used in printed materials, or displayed in a part of the school open to the public, please tick box **B**. If you have any concerns or wish to discuss this further please contact me.

Please note, if we do not receive a completed form from you no images of your child will be used by the school.

Yours sincerely

S Ballantine
Headteacher



Photographs



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I give my consent forin class..... to take part in productions or activities authorised by the school over the next 12 months at which taking of photographs or filming may takes place and that may be used by the school for promotion or publicity purposes

A I wish to withdraw _____ in class _____ from all productions or activities authorised by the school over the next 12 months at which the taking of photographs or filming may take place.

B I do not want _____ in class _____ to appear in any photographs authorised by the school for use on the school website, school brochures or for display in parts of the school which are open to the public.

Signed: _____ Dated: _____
Parent/Carer