

PHOTOGRAPH POLICY



Learn, Care, Share Together
Headteacher: B. Davies (Mrs)

Photograph Policy

**UNICEF RIGHTS OF A CHILD
ARTICLE 16 (GOALS OF EDUCATION)
You have the right to privacy**

INTRODUCTION

Cwmaber Infants' School needs to make full and proper use of photographic images so as to enhance its educational provision and the role of the school within the community. In so doing, the school must consider and address the rights of privacy, child protection and copyright. This document provides information about how Cwmaber Infants' School uses photographic images of children. It covers the use of still, video and electronic images wherever they are used.

USE OF IMAGES

Photographic images are used within the school to:-

- ④ Support and enhance teaching and learning;
- ④ Enable pupils to use information technology to support and enrich their own learning and that of others;
- ④ Record the achievement of individuals, groups or classes at both pupil and school level;
- ④ Facilitate staff training and professional development activities;
- ④ Inform and enhance the information presented about the school both internally and to a wider audience;
- ④ Enable parents to have a photographic record of significant events during their child's school life.
- ④ Involve parents and carers in their child's learning.

GOOD PRACTICE

In support of good practice the school will endeavour to ensure that:-

- ④ Images are used for their intended purpose;
- ④ Parental permission has been obtained for any images within and going beyond the school establishment (using photographic permission form);
- ④ The provision of pupils' names is avoided and that where this is not possible the first name only is used;
- ④ In cases where named photographs are required for publicity or award purposes, parental permission has been obtained prior to the event;
- ④ The images stored in school are reviewed regularly;
- ④ All pupils are suitably dressed;
- ④ The school acknowledges that parents retain the right to change their minds in relation to granting permission on this matter e.g. in response to changed personal circumstances.

PARENTAL PERMISSION

Use of images of children requires the consent of the parent/carer.

Permission for the pupils' images to be used in the following situations will be obtained. Parents will be asked to sign the photographic permission form when their child joins the school.

- ④ Classroom activities or school displays;
- ④ As a record of work undertaken by individuals or a group;
- ④ School documentation such as a prospectus, policies, portfolios of work, newsletters, concert programmes, etc.;
- ④ Individual, team, class and whole school photographs made available to parents;
- ④ Photographs taken by the wider community during public events such as concerts, sports days, school visits etc.;
- ④ To inform and enhance the information presented about the school both internally and to a wider audience.

Photographic images may also be transmitted or share beyond the school as in the following situations, with permission being requested.

- ④ Newspapers;
- ④ Television programmes;
- ④ Web pages and intranet sites;
- ④ Publications and reports compiled by outside agencies;
- ④ Folders compiled by students/work placement personnel.

If a parent has concerns about their child being photographed, the Headteacher will inform the staff concerned and make every effort to comply sensitively. Liaison with parents will take place to discuss the options available and the way forward.

PARENTS' EVENINGS, CONCERTS AND PRESENTATIONS

The following guidelines will be used to facilitate appropriate recording of children's images by parents/carers.

- ④ Parental permission has been obtained;
- ④ Parents are provided with clear guidelines about when and where photography can take place;
- ④ The children are dressed appropriately.

The school reserves the right to refuse photographic access when:

- ④ Copyright will be infringed;
- ④ Photography would be inappropriate e.g. a religious service or events taking place where photography is restricted e.g. a leisure centre;
- ④ There are health and safety issues;
- ④ Pupils' safety and wellbeing would be jeopardised.

USE OF PROFESSIONAL PHOTOGRAPHERS

From time to time the school will use the service of professional photographers to take individual, class, team and whole school photographs. These will be made available to parents for purchase.

In doing so, it is the school's intention to:

- ④ Use a company known to and used by other schools;
- ④ Ensure that pupils are supervised at all times.

IN SUMMARY

Cwmaber Infants' School is committed to working in partnership with its school community to ensure that the pictures and image taken of children are done in such a way as to reflect the protective ethos of the school. This policy will be reviewed regularly with the opinions of the school community and relevant outside agencies sought and adhered to as appropriate.

POLICY INFORMATION:

POLICY	Photograph
DATE UPDATED	April 2024
POLICY UPDATED BY	B Davies
SIGNED- HEADTEACHER	
SIGNED - CHAIR OF GOVERNORS	
REVIEW DATE	April 2027