



Tadley Primary School
learning for life

Use of Photographs and Videoing in School

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Chair of Governors: David Lovelock

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Our Vision

At Tadley Community Primary School, we are passionate about equipping our children with the personal characteristics and educational outcomes for their successful futures. Our vision for each child is to develop an active curiosity of their world, discover their own interests and talents, and grow in their own confidence and love of learning. We do this by providing children with an irresistible invitation to learn through our knowledge-rich and diverse curriculum.

Learning for Life the Tadley Way!

Pride Kindness Diversity Community

Rationale

There are many occasions when we will make use of photographs and video images that include children. This is perfectly proper and to be encouraged. However, our school will do all it can to ensure that images are used properly, and that, as in all matters, risks are minimised, and our children kept safe and secure, whether at school or elsewhere.

Aims

The aim of this policy is to establish the right balance between the proper use of technology and the safety of our children at all times.

We aim to use photographs and videos at Tadley Community Primary School for:

- Assessment, planning and recording
- Observation tools
- Information for visitors and parents on our website, in school and on social media
- Training purposes
- Language extension
- Teaching and learning resources (with particular links to ICT and Global Awareness) and display purposes
- Our Newsletters

Use of Photographs

Photographs are used extensively throughout Tadley Community Primary School for a variety of purposes.

Recent guidance from the cyber crime team has updated our stance on photographs. Where possible we will only take pictures of backs of heads, pupils' work or distance shots where children are not identifiable. This is for external photo use in our newsletters and website.

Internally, for progress tracking, recording school events or class boards photos may be taken. Generally, staff take photographs of the children throughout the year to capture a particular example of play or something that a child has achieved. In addition, we use photographs for:

Photographs Purpose	
Displays of children's work	A record of ideas and topic references for future use.
Examples of children's play/Work	As a part of an individual child's profile or assessment reference for future years.
Classroom areas	To show the range of activities there for visitors and parents.
Class albums	For children to look at and talk about To explain the work of the school to parents and visitors.
Special events and festivals	As a record of the school year and for children and parents to look at and talk about.
Birthday display	Used as a class resource for talking about birthdays, months of the year etc.
Photographic maps of the school and local environment	A resource for topic work usually focused in on Knowledge and Understanding of the World.
Children's own photographs	Children take photographs at school often on the iPad, to gain experience in using technology.

NB: Staff must use school iPads to take photographs and must not use personal phones, cameras etc. to record images of pupils.

Points to Consider

We are aware of the need for sensitivity when taking photographs and observe the following:

- The child does not object to having their photograph taken
- Photographs are used to show positive issues (e.g. a piece of work that the child has worked hard on or is pleased with, children playing cooperatively together)
- We are inclusive so that gender, race, Special Educational Needs, and differing abilities are reflected in a balanced way
- There may be cultural issues of which we need to be aware when taking photographs of children from different ethnic minority groups

Where photographs or videos are to be displayed outside school, we seek parental permission for this to happen. Examples of this are the school website, social media sites, newspaper reports and articles in education publications or exhibitions of children's work.

Students, visiting professionals or researchers who need to take photographs or videos as part of their work, are made aware of the need for confidentiality and that children will not be named or identified in any other way.

Parents are made aware of our use of iPads, and the location of this policy and have the opportunity to voice any concerns.

Parents Photographing and Videoing Children at School

We believe that parents have the right to record memorable moments within their children's school lives in photographs and/or video, where appropriate.

In deciding whether it is appropriate to allow photography and/or video, it is important to ensure the protection of the children in our care. There are occasions where it would not be appropriate for photographs to be taken of children. It is therefore important that there are clear guidelines for the taking of images.

Parents may take photographs of school events subject to ordinary courtesies such as not obscuring the view of other audience members or distracting the children. If you do not want your child to be photographed while taking part in school events, please speak to your child's class teacher well in advance of the event.

It is, however, important to note the 'Use your camera and video courteously' code (see Appendix 1) and to ensure photos and videos are not uploaded to any public internet site.

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 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 Headteacher and governors.
- The Headteacher and governors have the responsibility to decide if photography and videoing of school performances are permitted.
- The Headteacher and governors have the responsibility to decide the conditions which will 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, including social network sites such as Facebook, due to existing 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 or events.

Thank you for your cooperation.