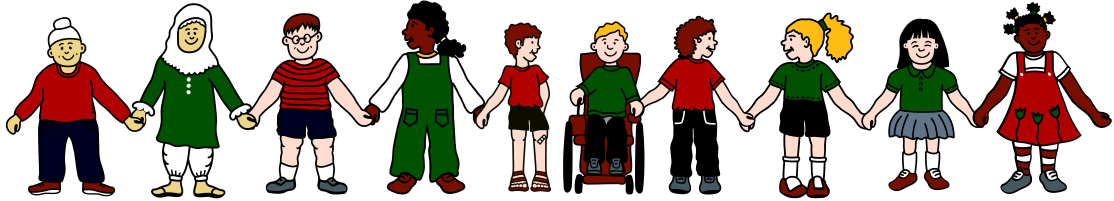


**THE GILES
NURSERY
AND
INFANTS' SCHOOL**



Photographic and Video Images Policy

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POLICY ON PHOTOGRAPHIC AND VIDEO IMAGES

1 Introduction

- 1.1 There are many occasions on which it is a good thing to 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. The aim of this policy is to always establish the right balance between the proper use of technology and the safety of our children.
- 1.2 Under the terms of the Data Protection Act 2018, all photographs and video images of children and staff alike are classified as personal data. This means that no image can be used for display or for school publicity etc. unless consent is given by or on behalf of the individual concerned.

2 Parental permission

- 2.1 All parents and carers will be asked to sign a consent form allowing their child to be photographed or videoed while taking part in school activities, and for the image to be used within the school, on the website and / or news media. This form will be given to the parents or guardians of all children joining the school. This consent will allow the school to take pictures of pupils engaged in educational activities such as sports events, drama productions, field trips, etc. Where parents or carers do not give their consent for images to be used in any publicity including the school website, then the children concerned will not have pictures used.
- 2.2 All pictures taken will be appropriate, and will show children properly clothed for the activity they are engaged in. The school will do all it can to ensure that due sensitivity is shown in the choice and composition of these images.
- 2.3 Please see the Image Consent Form at the end of this policy.

3 School performances

- 3.1 We are happy for parents and carers to take photos and video of school productions and assemblies for personal use but request that these images are not distributed or put online. This is to protect all members of the school community.
- 3.2 The school will observe the way in which video recordings are made, and photographs taken, during performances, and will withdraw the right of anyone to bring a camera of any sort if they are felt to be making inappropriate images. For example, photography is forbidden in changing rooms or backstage during school productions.

4 The Internet

- 4.1 Only appropriate images will be used on the school website, and children will not be identified by their full name or address on the school website.
- 4.2 Parents should note that websites can be viewed throughout the world and not just in the United Kingdom (where UK laws applies) and, when copied from the website, images and information can no longer be controlled by the school. We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However, we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication.

5 Mobile phones

- 5.1 We do not allow children to bring mobile phones into school. Adults may bring mobile phones in to school but for personal use only. Personal usage must be in a distinct mobile phone area. These are signed green with a mobile phone for example: the staff room and office areas. All other areas are out of bounds for

The Giles Nursery and Infants' School
mobile usage during school hours and clearly labelled with a 'no mobile phone' sign.

6 Use of digital cameras

- 6.1 There are many ways in which the use of digital images is valuable for children's learning. For example, they may be used in artwork or geography or science fieldwork.
- 6.2 Images will be made only as appropriate for school-related activities.
- 6.4 As soon as images have been used for their intended purpose they will be deleted or stored as evidence of work.
- 6.5 All images taken by school staff will be taken using a school device such as a school iPad or school digital camera.

7 Media publications

- 7.1 Sometimes, local, or national media may photograph the children, for example, at The Mini Olympics. In this situation, where children's images might be made public, the school will inform parents of the event in advance and allow them to withdraw their child from the event if they so wish.

8 Respect and dignity

- 8.1 We will only use photographs and videos of pupils who are suitably dressed.
- 8.2 The images we take will be of activities that show the school and children in a positive light.
- 8.3 Embarrassing or distressing images will not be used. The images will not be associated with negative or sensitive issues.
- 8.4 We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons.

8 Monitoring

- 8.1 This policy will be monitored by the governing body and revised as appropriate, and not less than two years from the date of its adoption. Any incidents of concern relating to this policy will be referred to the Chair of Governors by the Headteacher.

Review Date: December 2025

Next Review: December 2027



Image Consent Form

We are proud of the learning opportunities we provide for the pupils at our school. We often use photographs of pupils on our website, in our weekly newsletters and in our school prospectus to give people a flavour of school life at The Giles Nursery and Infants' School and to keep the school community informed about what our pupils do.

Under data protection law, we need the consent of parents / carers to use photographs or videos of pupils in this way. There is no obligation for you to give consent and if you choose not to give consent for some, or all the options on the consent form, we will ensure that your child's photograph / video is not used for those purposes if they can be identified.

There are circumstances when we may use photographs or videos of pupils when we do not require your consent, because there is a legal reason which permits us to use them. For example, we keep a copy of the official school photo on our database so that we can correctly identify pupils, and we keep photographs to evidence children's learning. For further information, please see the Privacy Notices, which can be found in the Safeguarding / Data Protection folders on the school website.

Please tick the appropriate boxes:

	Yes	No
May we photograph your child for use within school; for example, on displays?		
May we publish your child's image on the school's website and social media?		
May we publish your child's image in promotional material including news media?		
May we film your child for use within school?		
May we film your child for use on the school's website and social media?		

Name of child: _____ Date: _____

Name of parent / carer: _____ Parent / carer signature: _____

Please note the following:

- Websites and social media can be viewed throughout the world, not just the United Kingdom where UK law applies.
- Promotional material and news media may be accessed by people beyond the school community.
- Images and information copied from the website or social media can no longer be controlled by the school.
- Data stored electronically may be saved on a cloud-based system, which may be hosted in a different country.
- This consent form does not cover the class photograph that is taken each year and shared with all the parents / carers of children in the class. If you do not wish your child to appear in this photograph, please email admin@gilesinfants.herts.sch.uk.
- Please access the Photographic and Video Images Policy on the school website for more information.