

# Southover CE Primary School

## - Policy on the Use of Images of Children

## Summary for parents/carers

### Image taking by parents/carers or family members:

- Parents/carers, family members and friends can take images of their child and friends participating in school activities for family and personal use. These should not be used on websites (including social media).
- Parents/carers are made aware that any images they take must not be used inappropriately.
- This policy will be shared with parents/carers and reminders will be given before school events.
- Parent/carers will be responsible for ensuring that family members and friends are aware of the expectations of this policy should they attend a school event.

### Images/recordings for school publications and the school website:

- Parents will be invited to give consent to photographs, videos, voice audio of their child being used. Lists will be kept on the school network so staff can check that permission has been given for the use of a specific child's photograph.
- The school will only take and use images/recordings that are appropriate and are considered to not be open to misuse.
- If an image of a child is used, to protect privacy the child's name **will not** be published. If a name is published, **no image will be used** without specific consent.
- School websites are part of the internet and are more easily accessible than paper-based school publications. The school will make sure that only appropriate images are used. Image filenames will avoid using children's names.
- Digital images will be kept securely on the school network

### Children photographing one another:

- Camera phones are less visible and can be used to bully or take inappropriate images. Children are not allowed to use their mobile phones on the school grounds. Only Y6 children are allowed to bring a phone to school. Children are only allowed to bring a phone in to school if they follow the rules. Phones must be handed in and put out of access by the teacher during the day. The school cannot accept any responsibility for them.
- If it is found that cameras or camera phones have been misused, the school will follow its usual disciplinary procedures and children will not be allowed to bring a phone on to the school site.