



Alexander Hosea Primary School

'Roots to grow, wings to fly'

Use of Images Policy

We understand that parents like to take photographs of or film their children in the school play, or at sports day for example. This is a normal part of family life, and we will not discourage parents from celebrating their child's successes.

Official school use

The school uses photographs of pupils in its publications, for example the school prospectus, or on the school website. In these publications, photographed children will not be named.

When a child starts at the school, parents are asked to sign a consent form for the use of images in school publications and on the website. A record is kept of all pupils who we are not permitted to publish photographs of and this is always checked prior to any publication. We only use children's images where their parents have consented.

These images are covered under the Data Protection Act 1998 – the consent being valid whilst the pupil is in the school unless consent is withdrawn. Images over 5 years old will be used with the parent's further consent. Images are never published with the child's name or other contact details.

Media Use

On occasion the local press is invited to take photographs of events that take place in school; this will not be in breach of the Data Protection Act provided the school is in agreement and children or their parents/guardians are aware that the photographs may appear in the newspaper. The pupils will not be named unless the school has permission to do so from the child's parents or guardian.

Personal use

The Data Protection Act does not apply to parents/grandparents taking photographs or filming school events. Although we permit parents to take photographs using cameras or mobile phones at such events, they are told that these are for personal use only and that any images that may include children other than their own must not be published on websites or social media sites such as Facebook. The school cannot, however, be held accountable for photographs or film footage taken by parents or members of the public at school functions, and has no control over its use by parents or others.

Other Outside Agencies

Visitors providing workshops may request taking photographs as a record of the work they have undertaken in school. If an outside agency wishes to use photographs of the children, parents are advised beforehand. The child's name or contact information will not be published without written consent of the parents/carers.

Conclusion

This policy should be read in conjunction with the following policies:

- Data Protection
- Acceptable Use of IT/On-line safety

Equalities Impact Assessment (EIA)

This policy has been screened to ensure that we give 'due consideration' to equality of opportunity and has been agreed and formally approved by the appropriate reviewing and ratification Committee.

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