SAFE USE OF VISUAL IMAGES POLICY

Responsible members of Staff
Mrs. F. Willis - Acting Head Teacher
Mrs. C. Hamblin – School Office Team Leader

This Policy was approved by the Governors January 2019 and will be reviewed on an annual basis (updated November 2019)

“Hinguar Primary School and Nursery is committed to safeguarding and promoting the welfare of its’ children and expects all staff, parents, governors and volunteers to share this commitment”.

The following policy should be read in conjunction with this policy
- CCTV Policy
- e-safety
- data protection
- Mobile Phone
At Hinguar we only take and use images that are appropriate and considered to not be open to misuse. If an image of a child is used, the child’s surname will not be published in school materials. However, if an image is for Southend Evening Echo under the terms of agreement a full name may be published no image will be used without specific consent. Children will always be made aware of why their picture is being taken and how it will be used; accompanying this discussion children will be given the option to not have their image used if they are the sole focus of the picture. When an image has been used they will be kept securely and held by our school. Printed versions will be stored in books of evidence of curriculum learning or records of school events. These will be held as school archive materials. Digital originals will be held for the duration of the pupil’s time here, after which they will be destroyed. Images of our pupils will not be used to illustrate controversial subjects.

**Use of video filming at Hinguar Primary**

As a school we allow parents, friends and family members to take images of their child and friends participating in school activities for family and personal use. However, parents are not permitted to take photographs or to make video recording for anything other than their personal use as recording other than for private use would require consent of all the other parents whose children are included in the images and this would breach the Data Protection Act 1998. A verbal announcement at the start of any event is provided: “Any images must be taken for personal use and we remind you that such images must not be put onto the Internet otherwise Data protection legislation is likely to be contravened.” Parents are allowed to film school events – sports days, fetes and school plays in a designated area so that the performance is not disturbed. Parents are not permitted to take photographs or film at any swimming events.

A code of conduct is published to parents who wish to use photography and/or video at school events and is published on the programme of such an event. (Appendix 1) School staff will question anyone they do not recognise who is using a camera or video recorder at such events and productions.

**Images for the school website.**

On our school website we only use appropriate images of our pupils and image filenames avoid using children’s names as is the Internet is more accessible than paper based school publications.

**Webcams**

Webcams are a useful tool for teaching and can allow an individual or class to interact over the Internet and support links between pupils in different schools, countries and cultures. A webcam will only be used in appropriate circumstances such as a normal class setting. Both children and teachers are always made aware of when a webcam is in use.

**CCTV**

As a school we use CCTV in some areas of the school property as a security measure. Cameras are only used on appropriate areas and there is clear signage indicating where it is in operation.
Mobile /Camera Phones
Camera phones are becoming increasingly popular and as a school we recognised that they can be misused. As a school we do not allow our pupils to have mobile phones within school. If any form of mobile phone camera phone is brought to school by a pupil it will be secured in the school office for collection by an appropriate adult. All adults working on the school site will be expected to abide by the school’s code of conduct regarding use of mobile phones. If it is found that a camera phone has been misused the school will follow our disciplinary procedures.

Use Your Camera and Video Courteously Code-
a guide for parents who wish to use photography and/or video at a school event.

Generally photographs and videos for school and family use are a source of innocent pleasure and pride which enhance self-esteem for children and their families. By following some simple guidelines we can do so 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 is permitted
- Parents are expected to use photographs and videos taken at a school event ONLY for personal use. Such images, photographs and videos cannot be sold and must not be put on the Internet due to existing Data Protection legislation, which in such circumstances is likely to be contravened.
- Parents 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.
- If you are accompanied by people that school staff do not recognise they will seek to identify who they are, if they are using a camera or video recorder.

Thank you for your co-operation.