

	<h2>South Bersted CE Primary Use of Images</h2>
Web and/or Internal	
This policy should be reviewed every	Every three years
Policy approved by Governors	Summer 2016
Date of Review	Summer 2019
Member of staff responsible	Business Manager
Policy created by	SBM
Signed by Chair of Governors and/or Headteacher	

Image taking by parents, legal guardians or family members:

- Parents, legal guardians, family members and friends can take images of their child and friends participating in school activities for family and personal use.
- Parents will be asked for their permission before photography is allowed.
- Before they are allowed to take images during school activities, parents or legal guardians have to sign an agreement that any images they take will not be used inappropriately.
- Parents or family members wishing to take images during an activity will be asked to sign a dated register.

Images for school publications:

- The school will only take and use images that are appropriate and are considered to not be open to misuse.
- If an image of a child is used, the child's full name **will not** be published. If a name is published, **no image will be used** without specific consent.
- Children will be made aware of why their picture is being taken and how it will be used.
- Children will be given the option to not have their image used if they are the sole focus of the picture.
- Children and parents should be encouraged to recognise the value of group photographs or recordings of school events.
- Images will be kept securely and held by the school.
- Images of children from the school will not be used to illustrate controversial subjects.

Images for the school website:

- 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.

Webcams:

- Webcams are a useful tool for learning. They can allow an individual or class to interact over the internet with others 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 will be made aware of when a webcam is in use.

CCTV:

- The school uses CCTV in some areas of school property as a security measure.
- Cameras will only be used in appropriate areas and there will be/is clear signage indicating where it is in operation.
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Children photographing one another

- Staff will supervise and maintain control over any photographing pupils do during on-school or off-site activities.
- Camera phones are less visible and can be used to bully or take inappropriate images. It is school policy not to allow pupils to hold camera phones on site during the school day. All phones are to be signed into the office on entry to the site and collected at the end of the school day.
- If it is found that cameras or camera phones have been misused, the school will follow its usual disciplinary procedures.

Please note that images taken by the media are not covered by this policy and are subject to a separate set of regulations.