



Policy for the Use of Images of Children

We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications for the wider community.

We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.

If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption.

If we name a pupil in the text, we will not use a photograph of that child to accompany the article.

We may include pictures of pupils and teachers that have been drawn by the pupils.

We may use group or class photographs or footage with very general labels, such as 'a science lesson' or 'making Christmas decorations'.

We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

Newsletter

Photographs showing daily life at the school, celebrating achievements, sports teams, children working, special events, on trips and with visitors in the school. These could be groups of children or individuals. The children may be named (for instance saying who has won a competition or represented the school in a sports competition). The version of the newsletter posted on the school website has surnames removed, but the full version will be e-mailed to governors and current parents of the school in order to keep them in touch with what we are up to.

External Photographers and Events

If the school invites or permits an external photographer to take photographs within school, we will:

- Provide a clear brief for the photographer about what is considered appropriate in terms of content and behaviour.
- Issue the photographer with identification which must be worn at all times.
- Let children and parents know that a photographer will be in attendance at an event and ensure they have signed the consent form as part of the school entry procedure.
- Not allow unsupervised access to children or one-to-one photo sessions at events.

The same conditions apply to filming or video-recording of events.

Please note that photographs taken by journalists are exempt from the Data Protection Act.