

St Michaels Catholic Primary School and Nursery

Use of photos and Videos.

Taking photos and videos of children in school can be used for many purposes such as:

- Enhancing learning thus children can assess performance in for example a PE/dance lesson
- Celebrating work accomplished and success
- Evidence of childrens' competence eg videoing a child reading for assessment purposes
- To communicate with parents and others to celebrate success of their child

Teachers and support staff are permitted to take photos and images of the children for the above purposes using their school ipads, however these images should be deleted once finished with especially if they are being taken by the children themselves.

Photos can also be taken on staff personal mobiles once permission has been sought by the appropriate line manager and again images deleted once the phone is taken out of the school at the end of the day. Photos can only be put on the internet such as on the school website and twitter if the parent/carer has given their permission for this purpose. Sometimes in moments of real celebration or if the press has been called and written permission has not been sought, parents can be called by the office staff to gain verbal permission and this will then be followed up with written permission. If a parent has refused permission then their children should be removed from any such images before the photos can be taken. In some cases images of childrens faces can be pixilated or obscured which would allow for images to go on the internet without permission being given by the parent/carer as long as the child is not recognisable.

No adults or staff should be using mobile phones even just to text or send e mails in the presence of the children either in the classroom or whilst walking round the corridors because the phone is also a camera and an allegation could be made. Such uses of phones should be carried out in staff only areas such as the staff room.

Visitors to school

Visitors are reminded of our regulations regarding the use of mobile phones when children are present.

Specialists coaches or regular tutors are advised to leave their mobile devices in their cars or to give them to the office staff to be placed in the school safe whilst working with the children.

A guide for parents who wish to use photography and/or video a school event

'Use Your Camera and Video Courteously' Code

Generally photographs and videos for school and family use are a source of innocent pleasure and pride which can enhance self esteem for children and young people and their families. By following some simple guidelines we can proceed safely and with regard to the law:

- Remember that parents and carers attend school events at the invitation of the head and governors;
- The head and governors have the responsibility to decide if photography and videoing of school performances is permitted;
- The head and governors have the responsibility to decide the conditions that will apply in order that children are kept safe and that the performance is not disrupted and children and staff not distracted;
- Parents and carers can use photographs and videos taken at a school event for their own personal use only. Such photos and videos cannot be sold and must not be put on the web/internet due to existing Data Protection legislation, which in such circumstance is likely to be contravened;
- Recording or/photographing other than for private use would require the consent of all the other parents whose children may be included in the images;
- Parents and carers 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;
- Parents and carers must not photograph or video children changing for performances or events;
- If you are accompanied or represented by people that school staff do not recognise they may need to check out who they are if they are using a camera or video recorder;

Warnings of the above precautions will be announced at events such as nativity plays etc. Use of cameras and photos will not be banned but any images which contain that of other children rather than the parents own, must not go on the internet or social media without first seeking the permission of the parent of the other child/ren

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