

Ravensbury Community School

Use of Photographs and Images Policy



Introduction

The staff at Ravensbury Community School may take photographs of your child taking part in different learning activities or school based events. The photographs may be used in school publications such as the newsletter, in the prospectus, on the school's website or in any other authorised school publication. To ensure the privacy and safety of pupils at the school, we operate the following policy, regarding the use of photographs.

The term 'images' refers to photographic prints, digital images or videos. Images may be displayed as prints, on DVDs, on the internet or via any other CT based technology eg CCTV or webcams. When choosing photographs for the website, the school is mindful of the way pupils may appear in them, and will not include images which are in any way inappropriate.

The photography/image policy sets out to ensure that:

- Photographs/images are used only for the purpose intended
- Parents/carers and children are given the right to opt out.
- Personal family photography is allowed where possible
- Individual rights are respected and child protection issues considered

We will not display images of pupils or staff on websites, in publications or in a public place without consent.

Safeguarding

The welfare and protection of all pupils at Ravensbury Community School is paramount and consideration is always given as to whether the use of photographs will place our children at risk. As a school we believe that it is acceptable to display images of children in school and we will ensure that written consent is obtained from the parents or carers of all children when a child starts at the school before using any images (see appendix a).

No other private information about pupils, such as surnames or contact details, is ever published on the website. Additional consideration is given to using the photographs of vulnerable children, particularly Looked After Children or those in domestic abuse situations. Consent must be sought from those with parental responsibility (this may include the Local Authority in the case of Looked After Children).

- Where pupils are named, only their first names are given.
- Where a pupil is named, no photograph of that pupil is displayed.
- Where a photograph is used, which shows a pupil, no name is displayed.

By observing these points, the school ensures that visitors to the website cannot link images of pupils to names of pupils.

Data Protection

In many cases, images taken at events are an important part of family albums. Parents are welcome to take images of their own children at award ceremonies, concerts/shows and sporting events, with the permission of the Headteacher/Senior Leader. However parents are not permitted to take photographs or to make a video recording for anything other than their own personal use. If they do so they would be in breach of the 1998 Data Protection Act.