



Herne Bay Infant School Photography Policy

This Policy should be read in conjunction with the KCC document Policy & Guidance for Kent Schools, settings and KCC services on the use of photographic images of children.
<https://shareweb.kent.gov.uk/Documents/KELSI/Safeguarding/The%20use%20of%20cameras%20and%20images%20within%20educational%20settings%20pdf.pdf>

This policy reviewed by Senior Management

Date December 2013

Next review date

December 2015

Photographing Children: Frequently Asked Questions for Parents/Carers

Why do we need a policy?

Schools, playgroups and youth groups have always used photographs as a way of celebrating achievement or seeking publicity for fundraising etc. Parents and families and the children themselves often derive great pleasure from seeing their loved ones in print or on a website. We want to ensure that everyone can continue to enjoy these activities safely. However parents need to be aware that placing any identifying information in the public domain has risks. Parents need to understand these issues in order to give properly considered consent. It is important that parents and schools have the opportunity to fully consider the issues before any problems can arise.

So what are the risks?

The most highly publicised and worrying risk is that a child who appears in the paper or on a web site may become of interest to a predatory sex offender. Locating people through the internet has become extremely easy, using widely available software, so if there is a picture and the name of a setting or youth group and the name of the child it could be quite easy to find out the child's address and even work out their likely route to school/the setting. There are also other specific groups of children and families whose safety could be put at risk if identified e.g. families fleeing domestic abuse.

To limit these potential risks, we will take appropriate steps, as outlined in the attached consent form, to safeguard children and the wider community.

Isn't this just scaremongering?

Sadly no. We have had cases in Kent of families receiving unwelcome phone calls following appearances in the press. However this is rare so it is important to have a sense of proportion in these matters. Remember we want to celebrate success and achievement but parents must be aware of risks in order to make an informed decision.

What about school/setting websites?

The same concerns apply to school/setting controlled sites and there is an added concern that images of children may be copied directly from a site which can then be manipulated or changed by another person. Settings/Schools can copy protect images and use lower quality images which means they cannot be usefully enlarged but this can be bypassed so must not be relied upon to keep images safe.

I want to do my own recording of the school/setting play/event is this ok?

Taking pictures or recordings of *your own children for your own personal use* is ok. The difficulty arises with plays or other events in that other children may also be filmed. It is important that we are all aware that some members of the community (children or adults) may be vulnerable and must not have their image shared online as they could be put at risk from harm. You may not always know who these people and we need everyone's support to protect the whole community. It's also important for us all to role model positive behaviour for children, so it might be a sensible idea to check first before posting any images online which contain other children than your own.

Parents/carers should not copy images from the school/setting site without appropriate permission from the school/setting.

Parental Consent for Image

Dear Parent/Carer

This letter explains why we will need to ask for your consent before we are able to take photographs of your child during their time at Herne Bay Infant School & Seashells Nursery.

Generally photographs are a source of pleasure and pride. We believe that the taking and use of photographs can enhance the self-esteem of children and their families and therefore is something to be welcomed and appreciated.

We may take photographs for a number of reasons whilst your child is with us, including:

- documenting and recording education activities
- recording their learning and development progress
- recording special events and achievements

We will also encourage children to be active learners, and to become involved in using cameras themselves by taking photos of their surroundings, activities and of each other.

We do however recognise that with the increase use of technologies, particularly digitally and online, the potential for misuse has become greater and we understand that this can give rise to concern. We will therefore endeavour to put effective safeguards in place to protect children and young people by minimising risk.

We are mindful of the fact that some families may have reasons why protecting a child's identity is a matter of particular anxiety. If you have special circumstances either now or at any time in the future which would affect your position regarding consent, please let us know immediately in writing.

We include the safe use of Cameras and Images as part of our Online Safety Policy, which you are welcome to view or take a copy of at any time.

To comply with the Data Protection Act 1988, we need your permission before we can photograph or make any recordings of your child. If your child is old enough to express their own view, you may want to consult with them about categories of consent, and we invite you to use this letter to explore their feelings about being photographed at the setting.

Please read and complete the attached forms and do not hesitate to contact me should you have any queries.

Yours sincerely,

Bernadette Lax
Headteacher

Parental Consent for Images - Conditions of Use

- This form is valid for the period of time your child attends the setting. The consent will automatically expire after this time. We will not re-use any photographs or recordings after your child leaves the setting without additional consent.
- 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/DVD, on our website, in our prospectus or in any of our other printed publications.
- We will not include personal addresses, emails, telephone numbers, fax numbers on video, on our website, in our prospectus or in other printed publications.
- If we use photographs of individual children then we will not use the name of that child in the accompanying text or photo caption. If we name a child in any text then we will not use a photograph of that child to accompany the article.
- We may include pictures children and staff that have been drawn by the children.
- We may use group photographs or footage with general labels, such as 'making Christmas decorations'.
- We will only use images of children who are suitably dressed.
- We will discuss the use of images with children in an age appropriate way to role model positive behaviour.
- This consent can be withdrawn by parent/carer at any time by informing the Setting in writing.

	<i>Please Circle as Appropriate</i>
May we use your child's photograph/image in displays around the setting?	Yes / No
May we record your child's image or use videos for assessments, monitoring or other educational uses within the setting? (these images or recordings will be used internally only)	Yes / No
May we use your child's photograph/image in our prospectus and other printed publications that we produce for educational and promotional purposes?	Yes / No
May we use your child's image on our website or other electronic communications?	Yes / No
May we record your child's image on webcam for appropriate curriculum purposes?	Yes / No
Are you happy for your child to appear in the media e.g. if a newspaper photographer or television film crew attend an event organised by the setting?	Yes / No
Are you happy for the school to print images of your child electronically	Yes / No

I have read and understood the conditions of use and I am also aware of the following:

- Websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.
- The press are exempt from the Data Protection Act and may want to include the names and personal details of children and adults in the media.
- I/we will discuss the use of images with our child/ren to obtain their views, if appropriate
- As the child's parents/guardians, we/I agree that if we/I take photographs or video recordings of our child/ren which include other children then we will only use these for personal use.

Name of Child:

Date:

Parent/Carer Name:

Parent/carer's signature:



Parental Consent for Images as part of Group Activity

Dear Parent/Carer

When we stage School productions/special events we know parents/carers would like to take photographs/videos of the production/event. As you know we have a policy in place with regards to the taking, making and use of images and you will have previously signed a consent form stating whether or not your child could be photographed.

In circumstances, such as productions or special events, we request specific consent before photographs can be taken by a third party. If you wish to take photos at the production there is a strong possibility that other children will also be included within the picture. We therefore need to ensure all parents/carers who have children in the production are happy for photographs to be taken, and hence need to request their permission.

We all enjoy and treasure images of our family and friends; family events, holidays and events are moments we all like to capture in photos or on video. We now have the exciting dimension of adding our images and videos to our online social network, such as Facebook, YouTube and many other websites. This means that we can easily share our photos and video with family and friends.

Whilst this can be very useful to all of us we must ensure we protect and safeguard all children and staff, including those who do not want to have their images stored online.

- Once posted and shared online any image or video can be copied and will stay online forever.
- Some children are at risk and **MUST NOT** have their image put online. Not all members of the community will know who they are.
- Some people do not want their images online for personal or religious reasons.
- Some children and staff may have a complex family background which means that sharing their image online can have unforeseen consequences.
- Therefore in order to keep all members of the community safe we must all **'Think Before We Post'** Online

At Herne Bay Infant School and Seashells Nursery we are happy for parents and carers to take photos and video of events for personal use but we request that these images are not distributed or put online. This is to protect all members of the community.

Please be aware that parents are not permitted to take photographs or to make a video recording for anything other than their own personal use (e.g. with a view to selling videos of an event).

We would, therefore, be very grateful if you would complete the slip at the bottom of this letter.

Should any parent/carers not agree with their child being photographed, we will consider alternative options including:

- restricting who is involved in the production/special event
- staging specific photograph opportunities (wristbands will be worn for easy identification during event)

Photographs of setting productions are ones which parent/carers tend to treasure. We will therefore only prohibit the use of cameras and videos as a last resort. We hope you will support us in this.

Yours sincerely

Bernadette Lax, Headteacher

Child's name:

Date:

I am / am not * happy for photographs to be taken of any production/special event in which my child is due to appear.

(*Please delete as appropriate)

Signed:

Date:



Herne Bay Infant School & Seashells Nursery Guide to the Use of Images Online



Using Images Safely and Responsibly

We all enjoy and treasure images of our family and friends; family events, holidays and events are moments we all like to capture in photos or on video.

We now have the exciting dimension of adding our images and videos to our online social networks, such as Facebook, YouTube and many other websites. This means that we can easily share our photos and video with family and friends.

Whilst this can be very useful to all of us, we must ensure we protect and safeguard all children and staff, including those who do not want to have their images stored online.

What should we all think about before posting any images or video online and are there any risks?

- Once posted and shared online any image or video can be copied and will stay online forever.
- Some children are at risk and **MUST NOT** have their image put online. Not all members of the community will know who they are.
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- Some children and staff may have a complex family background which means that sharing their image online can have unforeseen consequences.
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At Herne Bay Infant School & Seashells Nursery we are happy for parents and carers to take photos and video of events for personal use but request that these images are not distributed or put online. This is to protect all members of the community.

We thank you for your support,

Further Information on the Use of Images and video:

- Be Safe Online: <http://tiny.cc/49eiu>
- Information Commissioner's Office: <http://tinyurl.com/yc7nmnv>
- Think U Know: www.thinkuknow.co.uk/parents/safeuse
- Get Safe Online: www.getsafeonline.org

Adapted from resources developed by the Hertfordshire Schools' e-Safety Team



Respect and Care for the Whole Community when taking Photos and Videos

We are happy for parents and carers to take photos and video for personal use but request that these images are not distributed or put online if they contain images of other children, adults or staff without consent. This will help protect all members of the community

Thank you for your support



Consent form for using photographs of Staff

The school would like to use your photograph for staff recognition purposes. These images will appear on our internal intranet and/or website www.herne-bay.kent.sch.uk.

To comply with the Data Protection Act 1998, we need your permission to use photographs of you. Please answer the question below, then sign and date the form where shown. We will not use the images taken, or any other information you provide, for any other purpose.

Please return the completed form, even if you have chosen not to give your consent, to the school office.

*Please circle
your answer*

May we use your image on our website?

- Website/Intranet, accessible by the setting only
- Website, viewable by anyone in the world.

Yes / No

Yes / No

Please confirm that you have read and understand the conditions for use, and the notes relating to the eight principles of the Data Protection Act.

I have read and understood the conditions of use.

I confirm that I understand publication of my picture on the setting website/intranet will mean that my picture will be viewable by those with access to the intranet alongside my job title and work contact details and consent to such processing of my personal data.

I understand that if my picture and details are placed on the website that potentially this will be accessible by anyone in the world with internet access.

Name:

Signed:

Date:

Conditions of use

1. This form is valid for the duration of enrolment. Your consent will automatically not apply to any other usage of the photos.
2. Images must only be used in circumstances where consent has been given. Signed consent must be given for images to appear on the intranet and/or website (which is viewable by potentially anyone), or they cannot be published in this way.
3. Under the 1998 Data Protection Act your rights include:
 - a) Your consent (to the publication of your photo) can be withdrawn at any time (principle 1 of the Act)
 - b) Your photo will not be used for any other purpose without your further consent (principle 2 of the Act)
 - c) Your personal data will be accurately maintained and kept up to date (principle 4 of the Act)
 - d) Publication of your photo will cease and all electronic copies will be deleted when you leave the setting (principle 5 of the Act)



Parent/Carer's Copy



Herne Bay Infant School
Acceptable Use Agreement ICT and E-Safety
for Pupils and Parents

Using Computers and the internet

- I know why I need to follow the 'Herne-Bay Be-Safe' poster.
- I do my best to remember my login number and password for school computers.
- I only ever use my own account and I don't touch other peoples work.
- I don't give away personal details online.
- I know why we only use safe search engines like -
<http://www.kidrex.org/>, <http://www.bbc.co.uk/cbbc/find/>, www.picsearch.com
- I know I can click on HECTOR PROTECTOR the Dolphin if I see something I don't like.
- I know I can only use the internet when there is an adult there to check I am safe.
- I understand that the school might check through my computer files and may check the sites I visit.
- I know why I must never arrange to meet anybody who I have only met on the computer.
- I know that I must never use the Internet to do something unkind.
- I know that if I am irresponsible in my internet use, then I may be banned from using any computers at school.

E-mail

- I only use email accounts that I am taught to use. - like '2simple'.
- I only e-mail people I know.
- The messages I send will be polite and sensible
- I know I can immediately tell a teacher if I receive an email that is unkind or upsetting.

Digital Cameras, Mobile Phones and other areas of ICT

- I will check with teachers before taking any digital photographs and I will return the camera to my teacher.
- I will not bring a mobile phone, flash drive or camera into school, unless I need to tell a teacher about something nasty that has happened with it.

RETURN SLIP FOR: E-safety Acceptable use agreement

Permission can only be granted to use the internet, and all other ICT facilities at Herne Bay Infant School upon the return of this slip.

I understand that the school will take all responsible precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the content of materials accesses through the internet. I agree that the school is not liable for any damages arising from use of the Internet facility. Thank you for supporting our Policy and we hope you enjoy learning using our ICT facilities.

PUPIL'S NAME: _____ **CLASS:** _____

Date: _____

Signature of pupil: _____ Signature of parent: _____