

**ST. MARY'S CATHOLIC PRIMARY SCHOOL,
STUDLEY**



**Photographic and Video
Images Policy**

Headteacher

O. Finnegan

Chair of Governors

S. Coyne



Photographic and Video Images Policy

1 Introduction

- 1.1 There are many occasions on which it is a good thing to make use of photographs and video images that include children. This is perfectly proper and to be encouraged. However, our school will do all it can to ensure that images are used properly, and that, as in all matters, risks are minimised, and our children kept safe and secure, whether at school or elsewhere. The aim of this policy is to establish the right balance between the proper use of technology and the safety of our children at all times.
- 1.2 Under the terms of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018), all photographs and video images of children and staff alike are classified as personal data. This means that no image can be used for display or for school publicity etc., unless consent is given by or on behalf of the individual concerned.
- 1.3 The Headteacher takes overall editorial responsibility to ensure that the school website content is accurate and the quality of presentation is maintained;
Uploading of information is restricted to class teachers in their class areas.
- 1.4 Pupils are taught about how images can be abused in their e-safety education programme.

2 Parental permission

- 2.1 At the start of each academic year all parents and carers will be asked to sign a consent form allowing their child to be photographed or videoed while taking part in school activities, and for the image to be used within the school. This consent will allow the school to take pictures of pupils engaged in educational activities such as sports events, drama productions, field trips, etc., and to use these pictures internally. Where parents or carers do not give their consent, then the children concerned will not have pictures taken of them. (See Appendix A)
- 2.2 All pictures taken will be appropriate, and will show children properly clothed for the activity they are engaged in. The school will do all it can to ensure that due sensitivity is shown in the choice and composition of these images.

3 School performances

- 3.1 We will allow video and photographic recordings of all school performances, as long as the parents or guardians of the children involved have given their consent.
- 3.2 The school will observe the way in which video recordings are made, and photographs taken, during performances, and will withdraw the right of anyone to bring a camera of any sort if they are felt to be making inappropriate images. For example, photography is forbidden in changing rooms or backstage during school productions.

4 The Internet

- 4.1 The St Mary's Primary School website and Twitter account are important, public-facing communication channels. Many prospective and existing parents find it convenient to look at St Mary's website or follow us on Twitter for information and it can be an effective way to share St Mary's good practice and promote its work. Procedures and practice need to ensure website and Twitter safety. The SLT will oversee / authorise the website's content and check suitability. It should be clear who has authority to upload content into sections of the website. Only the Head or Deputy are allowed to send information to Twitter.

Most material is St Mary's Primary School's own work; whether other's work is published or linked to, we credit the sources used and state clearly the author's identity or status.

The point of contact on the website is St Mary's Catholic Primary School address and telephone number. Home information or individual e-mail identities will not be published.

Photographs published on the web do not have full names attached.

Technical:

Links to any external websites are thoroughly checked before inclusion on a school website to ensure that the content is appropriate both to St Mary's Catholic Primary School and for the intended audience.

We review pupils work before publishing it to St Mary's website. We make sure the work doesn't include the full name of the pupil or reveal other personal information, such as membership of after school clubs or any other details that could potential identify them. We also check that pupils' work doesn't contain any statements that could be deemed defamatory. We ensure also that St Mary's is not infringing copyright or intellectual property rights through any content published on the website. For example, using images sourced through Google, or using a Trademark for which copyright permission has not been sought.

Digital images / video of pupils are stored securely on St Mary's Catholic Primary School's network and old images deleted after a reasonable period, or when the pupil has left St Mary's.

When saving pictures, ensure that the image file is appropriately named. We do not use pupils' names in image files names.

5 Mobile phones

Digital images – photographs and video clips – can now readily be taken using mobile phones. Extreme abuse is the so called 'happy slapping' incidents sent to others or posted onto a website, e.g. a recent case of a posting on YouTube. It is therefore important to ensure that the risk of inappropriate use is minimised. Camera/video phones are not allowed in St Mary's School. Mobile phones brought to school by children should be handed over to the office until the end of the day. Staff will not use their personal phone or camera without permission e.g. for a school field trip. If personal equipment is being used it should be registered with St Mary's School and a clear undertaking that photographs will be transferred to St Mary's network and will not be stored at home or on memory sticks and used for any other purpose than school approved business.

- 5.1 Staff sign St Mary's Catholic Primary School's Acceptable Use Policy and this includes a clause on the use of mobile phones / personal equipment for taking pictures of pupils.

6 Use of digital cameras

- 6.1 There are many ways in which the use of digital images is valuable for children's learning. For example, they may be used in art work, geography or science fieldwork.
- 6.2 Images will be made only as appropriate for school-related activities and be taken by appropriately 'DBS' checked members of staff/volunteers where consent has been obtained.

6.3 Use of Still and Moving images

Most importantly, we take care when using photographs or video footage of pupils on St Mary's website and Twitter account. We consider using group photographs rather than photos of individual children. We do not use the first name and last name of individuals in a photograph, rather either/or. This reduces the risk of inappropriate, unsolicited attention from people outside St Mary's School.

If the pupil is named, avoid using their photograph /video footage.

If the photograph/video is used, avoid naming the pupil.

If St Mary's Catholic Primary School is using a webcam – then this must be checked and monitored to ensure misuse does not occur accidentally or otherwise. If showcasing school-made digital video work we take care to ensure that pupils' full names aren't given in credits at the end of the film.

- 6.4 Children will be taught how to take pictures, but we will discourage them from taking pictures of each other, and they will be supervised by an adult when they have access to a digital camera and ipads.
- 6.5 As soon as reasonably practicable, once the images have been used for their intended purpose, they will be deleted. The school will not store digital images any longer than is reasonable, dependent upon their nature and use.
- 6.6 We ensure staff and pupils know who to report any inappropriate use of images to and understand the important of safe practice. An e-safety incident report form is available (see Appendix B) where staff can quickly notify the headteacher of a problem.

7 Media publications

- 7.1 Sometimes, local or national media visit the school to follow up a news story. This is often to do with a notable achievement by a child or a group of children from the school. For example, the netball team may have won a regional competition, or the school may have raised money for a charity whose representative wants to receive the donation in person. In this situation, where children's images might be made public, the school will inform parents and carers of the event in advance, and allow them to withdraw their child from the event if they so wish. Newspapers normally ask for the names of the children to go alongside the photographs; if parents or carers do not wish this to happen, then the school will not allow the individual to be photographed or filmed by the media concerned.

8 Monitoring

- 8.1 This policy will be monitored by the governing body and revised as appropriate, and not less than two years from the date of its adoption. Any incidents of concern relating to this policy will be referred to the Chair of Governors by the headteacher.



RECEPTION CLASS

Consent Form for the recording and use of Images

Name of Pupil

Dear Parent/Carer

During the course of the school year, we may sometimes wish to take photographs or video recordings of children within school or on school trips, either for our own records, for use as part of our learning curriculum or for inclusion in our promotional material such as the school prospectus and our website.

The school may also invite an external photographer to the school each year to take official school photographs and may invite the media in to take photographs of pupils engaged in school activities or events for publication.

To comply with the General Data Protection Regulation, we need to ask your consent before the school record any images of your child. In view of this, please read the statements below, complete the slip and return this form to school as soon as possible.

This table sets out the various reasons for taking, and making use of, images of your child and we should be grateful if you would indicate whether or not you give consent for use in these circumstances. By indicating 'YES', you are confirming that you consent to your child's personal data being shared for those purposes and/or with the named third parties):

1.	For official school photographs, with images taken by: Essay Photography (www.essayphotography.co.uk) Images available for purchase by parents and held by the school for identification purposes with names attached (held within the schools M.I.S system held on our secure server). Your child's name and year group will be shared with the Photographer for administration purposes.	YES/NO
2.	For use in the weekly school newsletter which circulated to parents and posted on the schools website	YES/NO
3.	For use of the school's Medical Noticeboard and Medical List distributed to staff, to enable staff to identify children with allergies and medical conditions (this will only apply if your child has a medical condition, food intolerances or allergies)	YES/NO
4.	For use on internal school displays	YES/NO
5.	For use as part of projects of work by Pupils	YES/NO
6.	For use on the school's website	YES/NO
7.	For use on the school's Twitter page	YES/NO

8.	For use in the Schools Annual Prospectus	YES/NO
9.	Occasional sharing of images of your child taken for internal purposes with external media organisations, such as [The Catholic Today publication] or inviting such media organisations to take photographs of pupils (including your child) engaged in school activities or events for publication.	YES/NO
10.	I am happy for the school to take videos of my child for educational evidence and project work (the videos are stored on our secure network, all computers are password protected, videos are deleted once they are no longer needed).	YES/NO
RECEPTION CLASS ONLY		
11.	For use on the school's closed Facebook page (Reception class only).	YES/NO
12.	Class Group Photograph - For use in either the Stratford Herald, Redditch Standard or Advertiser newspaper in the Autumn term when they publish their annual photographs of the new reception classes in the district (Reception class only).	YES/NO
13.	For use within the 2Simple app used by the Reception class teacher to monitor and evidence the children's' learning journey, which is stored on a password protected ipad. (Reception class only).	YES/NO

We also need your consent before your child's name would be attached to any images accessible externally to the school (for example social media, other websites or the print media). Please indicate below whether you consent to this:

Attaching your child's name to images accessible externally to the school (for example social media, other websites or the print media)	YES/NO
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Please note, you have the right to withdraw or change your consent at any time by giving the school written notice and completing a new consent form. You can notify us of your consent withdrawal in writing by contacting admin3507@welearn365.com or 01527 852140.

Name:..... Signature:.....

Relationship to child

Address

.....

Telephone number Date:



Consent Form for the recording and use of Images – Years 1, 2, 4 & 5

Name of Pupil

Dear Parent/Carer

During the course of the school year, we may sometimes wish to take photographs or video recordings of children within school or on school trips, either for our own records, for use as part of our learning curriculum or for inclusion in our promotional material such as the school prospectus and our website.

The school may also invite an external photographer to the school each year to take official school photographs and may invite the media in to take photographs of pupils engaged in school activities or events for publication.

To comply with the General Data Protection Regulation, we need to ask your consent before the school record any images of your child. In view of this, please read the statements below, complete the slip and return this form to school within the next 10 days.

This table sets out the various reasons for taking, and making use of, images of your child and we should be grateful if you would indicate whether or not you give consent for use in these circumstances. By indicating 'YES', you are confirming that you consent to your child's personal data being shared for those purposes and/or with the named third parties):

1.	For official school photographs, with images taken by: Essay Photography (www.essayphotography.co.uk) Images available for purchase by parents and held by the school for identification purposes with names attached (held within the schools M.I.S system held on our secure server). Your child's name and year group will be shared with the Photographer for administration purposes.	YES/NO
2.	For use in the weekly school newsletter which circulated to parents and posted on the schools website	YES/NO
3.	For use of the school's Medical Noticeboard and Medical List distributed to staff, to enable staff to identify children with allergies and medical conditions (this will only apply if your child has a medical condition, food intolerances or allergies)	YES/NO
4.	For use on internal school displays	YES/NO
5.	For use as part of projects of work by Pupils	YES/NO
6.	For use on the school's website	YES/NO

7.	For use on the school's Twitter page	YES/NO
8.	For use in the Schools Annual Prospectus	YES/NO
9.	Occasional sharing of images of your child taken for internal purposes with external media organisations, such as [The Catholic Today publication] or inviting such media organisations to take photographs of pupils (including your child) engaged in school activities or events for publication.	YES/NO
10.	I am happy for the school to take videos of my child for educational evidence and project work (the videos are stored on our secure network, all computers are password protected, videos are deleted once they are no longer needed).	YES/NO

We also need your consent before your child's name would be attached to any images accessible externally to the school (for example social media, other websites or the print media). Please indicate below whether you consent to this:

Attaching your child's name to images accessible externally to the school (for example social media, other websites or the print media)	YES/NO
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Please note, you have the right to withdraw or change your consent at any time by giving the school written notice and completing a new consent form. You can notify us of your consent withdrawal in writing by contacting admin3507@welearn365.com or 01527 852140.

Name:..... Signature:.....

Relationship to child

Address

.....

Telephone number Date:



Consent Form for the recording and use of Images – Years 3 & 6

Name of Pupil

Dear Parent/Carer

During the course of the school year, we may sometimes wish to take photographs or video recordings of children within school or on school trips, either for our own records, for use as part of our learning curriculum or for inclusion in our promotional material such as the school prospectus and our website.

The school may also invite an external photographer to the school each year to take official school photographs and may invite the media in to take photographs of pupils engaged in school activities or events for publication.

To comply with the General Data Protection Regulation, we need to ask your consent before the school record any images of your child. In view of this, please read the statements below, complete the slip and return this form to school within the next 10 days.

This table sets out the various reasons for taking, and making use of, images of your child and we should be grateful if you would indicate whether or not you give consent for use in these circumstances. By indicating 'YES', you are confirming that you consent to your child's personal data being shared for those purposes and/or with the named third parties):

1.	For official school photographs, with images taken by: Essay Photography (www.essayphotography.co.uk) Images available for purchase by parents and held by the school for identification purposes with names attached (held within the schools M.I.S system held on our secure server). Your child's name and year group will be shared with the Photographer for administration purposes.	YES/NO
2.	For use in the weekly school newsletter which circulated to parents and posted on the schools website	YES/NO
3.	For use of the school's Medical Noticeboard and Medical List distributed to staff, to enable staff to identify children with allergies and medical conditions (this will only apply if your child has a medical condition, food intolerances or allergies)	YES/NO
4.	For use on internal school displays	YES/NO
5.	For use as part of projects of work by Pupils	YES/NO
6.	For use on the school's website	YES/NO
7.	For use on the school's Twitter page	YES/NO
8.	For use in the Schools Annual Prospectus	YES/NO

9.	Occasional sharing of images of your child taken for internal purposes with external media organisations, such as [The Catholic Today publication] or inviting such media organisations to take photographs of pupils (including your child) engaged in school activities or events for publication.	YES/NO
10.	I am happy for the school to take videos of my child for educational evidence and project work (the videos are stored on our secure network, all computers are password protected, videos are deleted once they are no longer needed).	YES/NO
<u>YEAR 3 & 6 ONLY</u>		
11.	For use in Displays in the School Foyer, this will mainly be photographs for First Holy Communion and Confirmation and will have their names attached. This display will include the names of those Year 6 children who are prayer partners.	YES/NO
12.	For use in Displays at St. Mary's RC Church Studley, where photographs of the First Holy Communion and Confirmation children are displayed with their names. The Year 3 display will include the name of those Year 6 children who are prayer partners.	YES/NO

We also need your consent before your child's name would be attached to any images accessible externally to the school (for example social media, other websites or the print media). Please indicate below whether you consent to this:

Attaching your child's name to images accessible externally to the school (for example social media, other websites or the print media)	YES/NO
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Please note, you have the right to withdraw or change your consent at any time by giving the school written notice and completing a new consent form. You can notify us of your consent withdrawal in writing by contacting admin3507@welearn365.com or 01527 852140.

Name:..... Signature:.....

Relationship to child

Address

.....

Telephone number Date:



St Mary's Catholic Primary School E-Safety Incident Report Form

Address: Pool Road, Studley, Warwickshire B80 7QU

Name of e-safety contact officer: Mr Owen Finnegan (Headteacher)

Contact details:

Email: head3507@welearn365.com

Telephone: 01527 852140

Details of incident

Date happened:

Time:

Name of person reporting incident:

If not reported, how was the incident identified?

Where did the incident occur?

in school/service setting outside school/service setting

Who was involved in the incident?

child/young person staff member other (please specify)

Type of incident:

- bullying or harassment (cyber bullying)
- deliberately bypassing security or access
- hacking or virus propagation
- racist, sexist, homophobic religious hate material
- terrorist material
- drug/bomb making material
- child abuse images
- on-line gambling
- soft core pornographic material
- illegal hard core pornographic material
- other (please specify)

Description of incident

Nature of incident

Nature of Incident

Deliberate access

Did the incident involve material being;

created viewed printed shown to others

transmitted to others distributed

Could the incident be considered as;

harassment grooming cyber bullying breach of AUP

Accidental access

Did the incident involve material being;

created viewed printed shown to others

transmitted to others distributed

Action taken

Staff

incident reported to head teacher/senior manager

advice sought from Safeguarding and Social Care

referral made to Safeguarding and Social Care

incident reported to police

incident reported to internet Watch Foundation

incident reported to IT

disciplinary action to be taken

e-safety policy to be review/amended

Please detail any specific action taken (ie: removal of equipment)

Child/young person

Incident reported to head teacher/senior manager

Advice sought from Safeguarding and Social Care

Referral made to Safeguarding and Social Care

Incident reported to police

Incident reported to social networking site

Incident reported to IT

Child’s parents informed

Disciplinary action to be taken

Child/young person debriefed

E-safety policy to be reviewed/amended

Outcome of incident/investigation