



Faith is all around us.
 We have to have faith in ourselves in order to be the best that we can be.
 We are a small school, with big hearts and together we beat as one.
 Sowing seeds of knowledge and faith, with nurture and love
 We thrive, we grow.

WISTOW PAROCHIAL CE PRIMARY SCHOOL

Head Teacher: Carla Cox

Policy on the Use of Images or Photographs of Children

Document Status		
Date of Next Review	December 2026	Responsibility – Full Governing Body
Date of Policy Creation	June 2010	Responsible Governor Name
Date of Ratification at FGB Meeting	October 2024	Allen Blake
Policy Publication/Communication <input type="checkbox"/> On the school website <input type="checkbox"/> Shared staff network drive <input type="checkbox"/> Updates to staff in staff meetings		<i>Signed off by the above named Governor during the full governing body meeting held on the date stated as ratified.</i>

At Wistow School we take issues of child safety very seriously. Whilst it clearly needs to be recognised that there may be serious child protection/data protection issues in the taking and use of photographs and images, no-one would expect that this should totally preclude the recording of all events at all times by the means of photographs and videos. Part of the enjoyment of a school trip, for example, is sharing records of events afterwards. Celebrating the success of the school or individuals, too, is often done through the school website or photographs in the local newspaper. We need to strike a reasonable balance.

1. At the beginning of the year, Parents and Carers are sent a form to complete via Parentmail, to ask about permissions for images and videos used on the School Website and the Facebook page. This form when completed by parents will indicate if parents give their permission for their children to have their photos taken for those platforms. No names will be used and the Facebook page is closely monitored. The Facebook page and the School website are forums for celebrating and sharing good things going on in and around school.
2. The permissions granted, as well as covering school use, will also cover non-routine photograph opportunities for example, official press photographers or third party trip events. It also includes the recording of video footage. Should the external provider, e.g. a newspaper, require names, the Parents or Carers would be contacted prior to any images were taken to ascertain permission.
3. Where photographs have been requested for use outside of school, permission must be granted by the Head teacher. All photographs will be checked prior to use in external and public publications, including websites. All external photographers are made aware of the school requirements and the member of

staff requesting the photographs is deemed as the “responsible” person for ensuring that no unauthorised photos are taken and for checking photos prior to the photographer leaving site.

4. When considering the use of photographic images of children, due thought will be given to taking close up pictures of individual children. General shots of classroom or group activities will usually be taken instead.
5. Pupils will only be identified if it is really necessary and permission sought by parents if this is to happen. Captions giving full names will be avoided and never personal details such as e-mail addresses, home addresses and telephone numbers.
6. Images will only be taken of children in suitable dress.
7. Images which may cause offence, embarrassment or distress for a child or his/her parents or family will never be taken.
8. Electronic images will be stored securely.
9. If in doubt about using a particular photograph or image, parents will be contacted, the context will be explained and specific consent sought.
10. Issues relating to these matters will be reviewed and any further guidance received or matters brought to our attention by parents will be discussed by staff and Governors.
11. All staff will be issued with lists of children (also available on the electronic shared drive) with details of parental permission and this **must** be referred to if an event is to be photographed.

Parents are always reminded of their responsibility in safeguarding all our children and their images at events such as school plays and sports events. As we have children who are prohibited from photographs by parental decision, we ask that photos are not taken during events. When possible give opportunities to take them before or after, so they can take photos of their own child.

We ask Parents and Carers not to post any photos that includes any child other than their own on a public social network site such as Facebook.