



Photograph & Video and any other Media Policy

Reviewed: September 2021

Next Review: September 2023

Aims

We aim to use photographs and digital devices at Junction Farm School for:

- Assessment, planning and recording
- Observation tools
- Information for visitors and parents
- Training purposes
- Language extension
- Teaching and Learning resources

Use of Photographs

Photographs are used extensively throughout Junction Farm Primary School for a variety of purposes. Generally staff take photographs of the children throughout the year to capture a particular example of something that a child has achieved. In addition we use photographs for:

Photographs/Video	Purpose
Website	Showcase children's achievements and talents.
Displays of children's work	A record of ideas and topic references for future use.
Classroom areas	To show the range of activities there for visitors and parents
Class albums	For children to look at and talk about
School policy folders	To explain the work of the school to parents and visitors.
Special events and festivals	As a record of the school year and for children and parents to look at and talk about
Photographic maps of the school and local environment	A resource for topic work usually focused in on Knowledge and Understanding of the World.
From home in 'All About Me Books'	To act as a link between home and school when the children start at Junction Farm Primary School
Children's own photographs	Children take photographs at school often on the digital camera, to gain experience in using technology
School Newsletter	To highlight pupils achievement and report it to the school community.

Digital Devices are also used in school for many of the above purposes.



Points to Consider

We are aware of the need for sensitivity when taking photographs and observe the following;

- The child does not object to having his / her photograph taken
- Photographs are used to show positive issues
- We are inclusive so that gender, race, Special Educational Needs and differing abilities are reflected in a balanced way
- There may be cultural issues of which we need to be aware when taking photographs of children from different ethnic minority groups

Photographs on the School Website

The school may on occasions use photographs / videos of the children to promote the school. You may withhold permission for your daughter/son's image being used in this way by informing the Headteacher.

Parents are welcome to photograph their child's events at school for personal use, unless the Headteacher believes that there is a risk to the health or safety of those present. For further clarification please see the full photo policy. Please do not use these photos on social networking sites e.g. Facebook.

We use photographs to celebrate pupil achievement and to record key events that happen in and out of school. It is a nice way for parents to view pupil work and share in their success.

If you **do not** wish for your child's photograph to appear on the school website please complete the appropriate form (available from the school office).

Parents are made aware of this policy through the school prospectus and consent to use photograph is checked at the beginning of each school year.

Students, visiting professionals or researchers who need to take photographs as part of their work, are made aware of the need for confidentiality and that children will not be named or identified in any other way.

Parents photographing and Videoing Children at School

Parents may take photographs or video at school events for personal use only, subject to ordinary courtesies such as not obscuring the view of other audience members.

However, we must always be mindful of the need to safeguard the welfare of children, in our and other schools, who may have issues of child protection. If situations arise where images may be used to identify children under Child Protection Orders we ask parents to respect any requests to refrain from



photography / videoing certain events and situations when child protection issues may be compromised. Those not respecting this request will be asked to leave the event. Parents must ensure that photographs / videos of other children do not appear on any social networking sites.



Consent for photography and images

Dear Parents and Carers

Occasionally we may take photographs of the children at school. We use these images as part of our learning journeys, school displays and sometimes in other publications like the school newsletter and school sports updates. We will also use some on our school website.

To comply with data protection laws, we need to update the parental consent we currently hold about photography and images of your child.

All parents are required to complete the consent form below so we can abide by your wishes.

This consent can be changed at any time. If you wish to change your level of consent, you should contact the school office to inform the school of the change.

All the information we process is detailed in our privacy policy here <http://valt.org.uk/privacy-policies/>.

Thank you for your co-operation.

Mrs Norton
Head Teacher

The personal data that requires your explicit consent for processing is as follows. Please indicate YES or NO for each consent. Blanks will be treated as a NO.

Consent to Photographs and video images (forming part of pupil assessment record)

We may take photographs or make videos for monitoring or other educational and administration use as part of the assessment process. School equipment will be used to take photographs or record images.

YES I consent to this processing

NO I do not consent to this processing

Consent to Photographs of individual pupils (taken by third party, kept on pupil record)

An external photographer, using his/her own equipment, comes into school in to take individual pupil photographs that are uploaded to the SIMS electronic record for the purpose of identifying your child.

YES I consent to this processing

NO I do not consent to this processing

Consent to Photographs of individual pupils (taken by third party for sale to parents)

An external photographer, using his/her own equipment, also comes into school in to take individual pupil photographs that are then made available for parents to purchase.

YES I consent to this processing



NO I do not consent to this processing

Consent to Photographs of groups of pupils (taken by third party for sale to parents)

An external photographer, using his/her own equipment, also comes into school in to take group photographs that are then made available for parents to purchase.

YES I consent to this processing

NO I do not consent to this processing

Consent to use of first name, photographs and video images (used in displays, school publications, shared on school website and school social media)

We may take photographs of our pupils for use in the school prospectus, newsletter or other printed publications. We may also take photographs or videos for use on the school website/social media, display boards and TV screens within the school. Photographs and videos may also be taken on school trips and activities for use by the school. School equipment will be used to take photographs or record images.

YES I consent to this processing

NO I do not consent to this processing

Consent to use of first name, photographs and video images (in local or national newspapers, televised news programmes or media website)

Occasionally our school may be visited by the media to take photographs or videos of an event or particular achievement we are celebrating. Pupils will often appear in these images, which may feature in local or national newspapers, televised news programmes or on media websites. When filming or photography is carried out by the media they will use their own equipment, pupils first names will only be shared if there is a particular reason to do so.

YES I consent to this processing

NO I do not consent to this processing