



CHAILEY SCHOOL

Use of Pupil Images

Date of Governing Body's Approval: 27th March 2019

Chair of Governors: David Whelpton

A handwritten signature in black ink, appearing to read 'David Whelpton', with a horizontal line underneath.

Head Teacher: Helen Key

A handwritten signature in black ink, appearing to read 'Helen Key', with a horizontal line underneath.

Date Due for Review: December 2023

Chailey School

Policy for the Use of Images of Children

Image taking by parents, legal guardians or family members:

- Filming or photographing of school events by parents is discouraged. The school will record the event and make copies available to all parents, for which there may be a charge.

Images for school publications:

- The school will only take and use images that are appropriate and are considered to not be open to misuse.
- If an image of a child is used, the child's name **will not** be published. If a name is published, **no image will be used** without specific consent.
- Children will be made aware of why their picture is being taken and how it will be used.
- Children will be given the option to not have their image used if they are the sole focus of the picture.
- Children and parents should be encouraged to recognise the value of group photographs or recordings of school events.
- Images will be kept securely.
- Images of children from the school will not be used to illustrate controversial subjects.
- Parents give permission for all images used.

Images for the school website:

- School websites are part of the internet and are more easily accessible than paper based school publications. The school will make sure that only appropriate images are used. Image filenames will avoid using children's names.

Webcams:

- Webcams are a useful tool for learning. They can allow an individual or class to interact over the internet with others and support links between pupils in different schools, countries and cultures.
- A webcam will only be used in appropriate circumstances such as a normal class setting.
- Both children and teachers will be made aware of when a webcam is in use.

CCTV:

- The school may use CCTV in some areas of school property as a security measure.
- Cameras will only be used in appropriate areas and there will be/is clear signage indicating where it is in operation.

Children photographing/videoing one another:

- Staff will supervise and maintain control over any photographing pupils do during on-school or off-site activities.
- Camera phones are less visible and can be used to bully or take inappropriate images. If it is school policy to allow pupils to bring camera phones on site, their use should not be permitted in changing rooms, toilets or in other areas with a heightened expectation of privacy.
- If it is found that cameras or camera phones have been misused, the school will follow its usual disciplinary procedures.

Please note that images taken by the media are not covered by this policy and are subject to a separate set of regulations.