



**Cherry Willingham Community  
School  
A Specialist Maths & Computing  
and Sports College**

**Policy and Guidance to Manage  
the Safe use of  
Children's Photographs**

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**Policy written by:**

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**Named members of staff:**

**Mrs Maxwell and  
Mr Simpson**

# **Policy and Guidance to Manage the Safe use of Children's Photographs**

## **Introduction**

This policy is an adapted version of the Lincolnshire County Council's Policy & Guidance to manage the safe use of children's photographs, which came into force on September 2007.

Summary of key points for school policy

## **1. Child protection**

- All staff are urged to be very vigilant to ensure that any photographic images are not misused. If any member of staff becomes aware of any misuse this must be reported immediately to the headteacher.
- Staff are advised that images of pupils must not be stored on computers at home, unless this has been agreed by the headteacher. Images of pupils must not be stored on a school computer (either pupil or staff) unless this has been agreed by the headteacher.
- Any breaches of this policy by pupils will be dealt with under regulations in the Child Protection Policy.
- Any breaches of this policy by staff will be dealt with by the headteacher in line with the normal school disciplinary procedures.
- Great consideration should be given to the potential misuse of images. Parental permission must be given before images are published (see below).

## **2. Data Protection**

- The school will ensure that parental permission is given before images of pupils are published. This applies to webcam pictures, video or stills.
- A consent letter will go out to all new pupils attending school; irrespective of when in a school year they join. The results of this consent letter will be stored in a database on the school system.

## **3. Appropriate use of images**

- Consideration on whether to name a child when using a photograph will be given, with a final decision resting with the headteacher.

- Only use images of children in suitable dress to reduce the risk of inappropriate use. This is a judgment for the headteacher to make but some activities – swimming, gymnastics and athletics – clearly present a greater risk of potential misuse. With these activities, the content of the photograph should focus on the activity, not on a particular child, and should avoid full face and body shots. So for example with swimming, shots of children in a pool would be appropriate or, if possible, seen waist or shoulder up.
- Never use an image of a child who is subject to a court order.
- Make sure images are stored securely and used only by those authorized to do so.

#### **4. Websites**

- Staff in the school must be particularly aware of the extra potential danger of inappropriate use on external websites, such as social networking sites.

#### **5. Newspapers**

- No photographs of children may be taken unless permission has been granted by the parents.
- It will be appropriate to have named photographs of individuals providing consent has been granted. For large group photographs, it should not normally be necessary to give all names.
- Names of pupils in newspaper articles may not be given without parents consent.

#### **6. Filming events**

- If consent is given, and filming is allowed by the school or parents, care should be taken concerning the appropriate nature of the images and how they will be used.
- Issue the film crew with identification, which must be worn at all times.
- Ensure parental consent for the use of video is produced in school.
- Do not allow unsupervised access to children or one-to-one video sessions at events.

#### **7. Camera Phones**

- The present policy of the school is that mobile phones may be brought to school, but their use is not permitted throughout the day, by pupils. (The school's mobile phone policy is available for download on the school website).

## **8. Consent**

- The attached parental consent form has been produced in order to cover the school and the principles of the LEA policy.
- Staff at the school and any other adults will also be asked to complete a consent form to agree that their images may be used.
- The consent form will form a part of the admission procedures of new students.
- The school will advise parents of the need to amend their consent should circumstances change.