



BEECHEN CLIFF

GUIDELINES ON PHOTOGRAPHIC IMAGES OF CHILDREN

1) INTRODUCTION -

Beechen Cliff School needs to make full and proper use of photographic images of pupils and students while meeting the Law and preserving the safety of pupils and students. These Guidelines address the issue of privacy, child protection and copyright ownership, and give advice on good practice.

2) TYPICAL USES OF PHOTOGRAPHS -

- For public examinations and to meet curriculum requirements, e.g. P.E., Technology, Art.
- Sports Day and sports fixtures
- Media, including newspapers and television
- School displays
- School publications
- School web-site
- Staff training
- Site security
- School Database

3) OWNERSHIP -

Human Rights legislation and the Data Protection Act (1988) established the right of 'privacy' when using photographs and Beechen Cliff School must respect the rights of people in photographs.

4) PARENTAL PERMISSION -

It is good practice to obtain the consent of the parent/carer before taking a picture, before using images of pupils and students, or before transmitting or sharing photographic images beyond Beechen Cliff School (See Appendix 1).

5) USE OF INTERNET AND INTRANET SITES -

All staff should be aware of this guidance and ensure that only appropriate images of pupils and students are used.

6) GOOD PRACTICE -

- Obtain the permission of the person in the picture, or their parent/carer.
- Use the image in its intended context
- Do not name the pupil/student
- Do not use the photograph to illustrate sensitive or negative issues
- Ensure that pupils/students are appropriately dressed
- Avoid images that only show a single pupil/student with no surrounding context
- Regularly review stored images and delete unwanted material
- Report any concerns relating to inappropriate or intrusive photography to the Designated Teacher for Child Protection

7) REVIEW -

This Policy should be reviewed annually.

Appendix 1

BEECHEN CLIFF SCHOOL

Consent Form for Photography and Images of Children

Dear Parent or Carer,

During your child's life at this School we may wish to take photographs of activities that involve your child. The photographs may be used for displays, publications and on a web-site by us, or by local newspapers.

Photography or filming will only take place with the permission of the Headmaster and under appropriate supervision. The Headmaster will be the final arbiter. When filming or photography is carried out by the news media, children will only be named if there is a particular reason to do so (e.g. they have won a prize), and home addresses will **never** be given out. Images that might cause embarrassment or distress will not be used, nor will images associated with material on issues that are sensitive,

Before taking any photographs of your child, we need your permission. Please **answer the questions below, sign and date the form and return it to the School**. You can ask to see images of your child held by the School. You may withdraw your consent at any time.

Name of Child (Block capitals please) :		Tutor Group
Name of person responsible for the child :		
I understand that <ul style="list-style-type: none">• The local media may take images of activities that show the School and children in a positive light, e.g. drama and musical performances, sports and prize giving;• Photographers acting on behalf of the School may take images for use in displays, in publications or on a website;• Embarrassing or distressing images will not be used;• The images will not be associated with distressing or sensitive issues; and• The School will regularly review and delete unwanted material.		
Having read the above Statement, do you give your consent for photographs and other images to be taken of your son and used? (please tick the appropriate box)		YES – I give my consent for pictures to be taken and used
		NO – I do not give my permission for pictures to be taken and used
Signature of person responsible for the child		
Relationship to the child :		
Date (Day/Month/Year)		

N.B. There may be other circumstances, falling outside the normal day to day activities of the School, in which pictures of children are requested. The School recognises that in such circumstances specific consent from parents or guardian will be required before photography or filming of children can be permitted.

If you wish to attend school functions and take photographs of your and other people's children, please take appropriate images, be sensitive to other people and try not to interrupt or disrupt concerts, performances and events. Thank you.

Please return the completed form to Mrs S Davies, School Office, Beechen Cliff School.