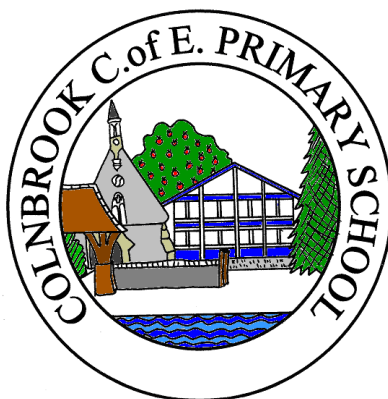


The Slough and East Berkshire C. of E.

Multi Academy Trust

Colnbrook C. of E. Primary School



Guidance on Photographic Images of Children

Owner:	SLT
Date Reviewed:	23 rd March 2023
Date Policy to be reviewed:	March 2025

“Be strong and courageous. Do not be afraid; do not be discouraged, for the Lord your God will be with you wherever you go.” Joshua 1:9

Our Vision Statement

At Colnbrook we want to grow young people who believe in themselves so they are confident and courageous and not discouraged from their path. They are resilient when faced with challenge. We want our pupils to believe in each other and to feel supported; never alone on their journey.

Our pupils will have the strength of character to set themselves aspirational goals in learning and life. They will achieve their best and create their own inspirational story and memories.

These values are at the heart of everything we do here at Colnbrook Church of England Primary School. They reflect the qualities that staff and governors want the children to develop and display in all that they do.

Aspiration, Resilience, Respect, Responsibility, Community, Compassion.

Context

This document provides clear guidance on the appropriate use of images of children in school. It also applies to any person who can be identified whether they are a teacher, other employee, governor, or visitor.

For the purposes of this guidance, an image is a still or moving picture of a person who can be identified.

Likely uses of photographic images:

- School displays;
- School newsletter;
- School website;
- SEBMAT website;
- Local and occasionally national newspapers;
- Colnbrook Village News magazine;
- Colnbrook Views;
- School Twitter account.

Permissions

The staff are responsible for ensuring that only children with the correct permissions are photographed for images.

A record of permissions that have been granted to use photographic images for other purposes is updated each year and this information is given to the class teacher.

Guidance: Staff/Adults

- Personal mobile phones must not be used to take images of children.
- Only school equipment should be used to take photographic images.
- All images must be stored securely on the school server in the photos folder on the staff drive and then images on the memory card should be deleted.
- Only appropriate images should be recorded i.e. nothing that could be offensive, upsetting or humiliating.

Guidance: Children

- Children may, under the supervision of an adult, take photographs of other pupils using school equipment only.
- Children are not allowed to use their mobile phones in school to take photographs/videos and/or use social media.
- On residential trips, pupils may use a disposable camera to take appropriate photographs of their peers.

Guidance: Parents

- Photographs or videos taken by parents at school do not breach the Data Protection Act so long as they are only for personal use. Digital video and images shared on Facebook, Youtube and other social networking sites, need the consent from the parents of children in the photos.