



## Bishops Tawton Primary School

### Policy for the Use of Images of Children

#### 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. (this is provided when children register with the school)
- ≈ 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 and held by the school for the duration of the pupil's time there.
- ≈ Images of children from the school will not be used to illustrate controversial subjects.

#### Parental use:

- ≈ Parents, friends and family members can take images of their child participating in school activities for family and personal use.
  
- ≈ Parents are allowed to film school events - sports days, fetes and school plays. Again, these must only be for personal use and not posted on the internet.
  
- ≈ Parents should make sure that images taken by their children are used appropriately in line with this policy. (not published)

#### 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.

#### CCTV:

- ≈ The school may use/uses 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.

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