



Use of Photography and Images of Children Policy

During children's time at Sibford Gower Endowed Primary School we may wish to take photographs of activities that involve them. The photographs may be used for displays, publications such as the prospectus, newsletter, Sibford Scene, Tadmarton Link, etc and on a website by us, by the Local Education Authority, the Warriner Multi Academy Trust or by local newspapers as well as on our school 'facebook' page.

In an age in which digital technology has vastly increased the use and potential misuse of photography and with continued publicity surrounding concern about filming school events, we believe it is important to understand and weigh up the chances of a child being identified by a photograph in the local press or on a website. On advice from the police and local authorities, we have taken the view that the risk of a child being identified by a stranger is so small that, providing reasonable steps are in place in terms of school security, planning is undertaken to ensure an appropriate photograph, and the full name and contact details of children are protected, the practice of photography for school events by families and the media, should continue. In any case, the widespread use of mobile telephones as digital cameras would make banning virtually impossible to impose and to police and it is important to realise that photographs may be far more accessible through parents' social networking sites such as Facebook already widely used by families at Sibford Gower Primary and in the wider community.

Photography or filming of school activities and events will only take place with the permission of the headteacher and under appropriate supervision. Photographs will appear without names or names without photographs, never the two together. 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 (some local newspapers will not agree to publish a photograph without a full name). In such an instance where the name and photo are required together, we will contact parents for one-off permission. Images that might cause embarrassment or distress will not be used nor will images be associated with material on issues that are sensitive.

Before taking any photographs of your child, we need your permission. For this reason, we have a consent form that all parents are required to complete, sign and return to school. You may withdraw your consent at any time.

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

If parents wish to attend school functions and take photographs of their own and other people's children, they may take appropriate images of their child but must be sensitive to other people and try not to interrupt or disrupt concerts, performances and events. Parents and carers may take photographs of their own child during such functions but school will request that when other children are in shot, they are not uploaded to the internet, including putting on social networking sites, unless permission is given by their parents/carers.

Consent Form for Photography and Images of Children

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 school.** You may withdraw your consent at any time.

Name of Child (Block Caps) :		
Name of person responsible for the child :		
<p>I understand that:</p> <ul style="list-style-type: none"> • Names and photographs will not be used together • The local media may take images of activities that show the school and children in a positive light e.g. Reception Year pictures of new starters, drama and musical performances, sports and prize giving; • Photographers acting on behalf of the school or the Warriner Multi Academy Trust 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 archive/delete/shred unwanted material. 		
Having read the above statement, do you give your consent for photographs and other images to be taken and used? (please tick the appropriate box)	<input type="checkbox"/>	YES , I give permission for pictures to be taken and used.
	<input type="checkbox"/>	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 (DD/MM/YY) :		

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