

Use of Children's Photographs & Electronic Images

Reviewed April 2018

Principles

It is important to use photographs of children enjoying varied activities for *internal* purposes to:-

- ❖ Use in assessment
- ❖ Display within the school
- ❖ Other internal purposes

For *external* purpose to:-

- ❖ Publish in the press – The school will write to parents/carers to seek consent on each occasion
- ❖ Celebrate and publicise the school's work on the school website

The school needs to take reasonable steps to ensure that such photographs are not misused and thus follows the County Council's guidelines on this area.

Donington Cowley Endowed Primary seeks parental permission for photographs to be taken in school for the above external purpose when children start in the Reception Class (or entry into school in another year group).

School Events

Parents are welcome to take photographs or make a digital recording of their child at school events. We would expect that parents do not share the photographs or recording in any format, including Social Media. Photographs and recording must only be made for personal use.

Purposes

This policy sets out the school's steps for the use of children's photographs.

This policy sets out the steps taken by the school to avoid misuse of such photographs.

Methods

The school makes use of children's photographs for the purposes set out above (see Principles).

The school follows the County Council's guidelines on the use of photographs including by the press.

The school seeks parental permission for the use of children's photographs in the form of a permission letter when the child initially starts school.

This policy is reviewed annually

Signed _____ Chair of Governors

Date _____