

TWEEDDALE PRIMARY SCHOOL

POLICY FOR CAMERAS

Review of the Policy

This policy provides guidance on teaching and learning at Tweeddale Primary School. It reflects the views of teaching staff and was agreed by the Local Governing Body on 13th March 2018.

The policy will be reviewed by the Head Teacher annually and by the governing body in **January 2021** or earlier if required. The implementation of the policy is the responsibility of the staff and will be monitored by the Head Teacher, Senior Management and individual curriculum coordinators.

Signed.....
Headteacher

Date.....

Signed.....
Chair of Governors

Date.....

Policy for the Use of Cameras and Images of Children

Images for publications and displays:

- 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- If an image of a child is to be used, the child's image will not be published until a Parental Consent Form for Photography/Video has been completed.
- Children will be made aware of why their picture is being taken and how it will be used positively.
- Children and parents/carers should be encouraged to recognise the value of group photographs or recordings of school events.
- Images of children from the school will not be used to illustrate controversial subjects.

Image taking by parents, legal guardians or family members:

- Filming or photographing within the school by parents/carers is not allowed. The school will record key events and as necessary/possible will make copies available to all parent/carers of their own child. There may be a charge for this.

Images for 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 not use children's names.

CCTV:

- The school uses CCTV in some areas of school property as a security measure.

Children photographing one another:

- Staff will supervise and maintain control over any photographing children do during on-school or off-site activities.
- Camera phones are not allowed to be used within school sessions please refer to Mobile Phone Policy.

Staff photographing children and one another:

- No personal cameras or camera equipment, including memory cards, can be used on the school property.
- Cameras are not permitted in changing rooms, toilets or in other areas with a heightened expectation of privacy unless prior written consent has been obtained from the parent/carer for a specific, appropriate purpose e.g. for their child's image to be in a 'how to wash hands' photograph for a visual timetable, or on a notice within the hygiene room/toilet.
- If it is found that cameras or camera phones have been misused, the school will follow its usual disciplinary procedures in accordance with the Mobile Phone Policy.

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

Headteacher's/Designated Person's Responsibilities:

- Ensure appropriate use of cameras at all staffing levels.
- Ensure all published photos are with parents/carers' permission.
- All use of cameras is recorded by senior managers.
- No use of staff's personal cameras is permitted.
- No transfer of images is permitted via personal USB sticks.
- View all photos and withdraw or modify authorisation to take photos if necessary.
- Ensure safe storage of all images.
- Report any concerns related to potential misuse.
- Annually updated consent forms stored safely. Verbal consent is not acceptable.
- Staff training on the potential misuse of images and policy and procedures.
- Ensure the use of a professional photographer complies with policy and procedures.

Staff's Responsibilities:

- Read and implement the policy for use of cameras and images of children

To be read in conjunction with the following policies:

- Anti-bullying
- Behaviour Management
- CPD
- Complaints/Grievance
- Equal Opportunities and Inclusion
- Computing & ICT
- Online Safety
- Educational visits
- Home School Partnership Agreement
- Protocol for children not collected at the end of the day
- Safeguarding
- Whistleblowing