



## Photographic Images of Children Summary Policy

The complete policy document is available upon request at the school office. It covers still, video and electronic photographic images wherever they are used. **Our promise at St. Eithne's is to make full and proper use of photographic images while meeting the law and preserving the safety of children. In a school situation it is important to the children to be included in images for displays within the school, competition events, concerts, drama performances, sports days and at times newspapers and television among other things.**

### Good Practice

- We shall give parents / carers an opportunity to complete our digital Images consent form (A1), when the child is admitted to the school, to opt out of use of individual photographs for many of the purposes listed in this policy. If a parent or carer does not respond we may on occasion use an individual photograph but under the conditions listed below.
  - A separate form can be completed (A2) may be completed to specify instances of exemption for personal or safety reasons. A parent may at any time change his/her decision and complete the appropriate form.
  - All images will be used in their intended context. We shall not allow pictures to be used out of context or for political reasons
  - We shall not use the photograph to illustrate sensitive or negative issues.
- a. Ensure all children are appropriately dressed;
  - b. Avoid images that only show a single child with no surrounding context;
  - c. We shall not use images of a child who is considered very vulnerable, unless given permission;
  - d. Avoid where possible naming young people using the first name only where possible.
  - e. Any concerns relating to inappropriate or intrusive photography will be reported to the principal;
  - f. Remember the duty of care and challenge any inappropriate behaviour or language.
  - g. We shall not use images that are likely to cause distress, upset or embarrassment.
  - h. Regularly review stored images and delete unwanted material.

### Newspapers and other Publications

On occasions the school may wish to place photographs of children in the local newspapers, other publications or on line. These will usually be times when the pupils or the school is promoting sporting or academic success and even boosting their self-esteem. Please inform us if you wish your child to be exempt from this. **PARENTS:** *The appropriate recording of children's images by parents / carers.* The school will record many school nativities, presentations and the annual school show. These may be sold to parents for a small fee to boost school funds. Many parents/carers may wish to have their own souvenir of their child's performance. It is only fair to allow parents to record images of their children. However, please follow our guidelines set out in this policy.

- Limit the photographs as much as possible to their own child;
- No photographs can be taken in the swimming pool;
- Be aware that other parents/carers may disapprove of their child being photographed by another parent;
- The school reserve the right to monitor the use of cameras and anyone behaving inappropriately.

### Mobile Phones

We do not allow children to carry or use mobile phones in the school. Mobile phones can be used by some children to tease and bully others via text messages and more seriously inappropriate images. There is also an untested perceived risk to children using the phones and the school does not wish to be the cause of our children's ill-health at any time. Children will always be able to ring home when they have forgotten something or in an emergency. Teachers, parents & children should also be aware that many public

organisations (i.e. City baths) which the school might use from time to time prohibit the use of cameras and mobile phones. Typical examples of this are public swimming pools.

### **Internet Images Policy**

We have a separate Internet Policy which provides guidelines for the use of the internet in the school and advice to parents regarding use at home. Saint Eithne's has a school website ([www.steithnes.net](http://www.steithnes.net)) and a Facebook page. The website and Facebook page are maintained and carefully monitored by the Principal. Photographs are used to show the history of the school, the achievements of the children and depict many of the fun times children experience at the school. Some children like to use photographs of themselves on web pages they make. It is our policy **not to publish their full name**. Address and phone numbers are never released. We feel that a photograph is acceptable especially in cases where a child has won a prize or an award. We shall use their Christian name only. Most of the photographs will be of groups of children.

### **Making and storing digital and video images**

All digital and video images will be stored on the main server in the school, and except in cases where children are using images as part of their work can only be accessed in the main by members of staff. Only a certain amount of photos (which depict a history of the school) will be eventually kept in a private folder and some will also be held on the school website or Facebook page. All other images will be deleted from the system on an annual basis.

### **Further Information**

St. Eithne's Pastoral Care & Child Protection Policy. St. Eithne's Internet Policy DENI Circular 2007/01 Acceptable Use of the Internet and Digital Technologies in Schools DENI Information and Communication Technology (ICT) Safety in School 2

## **St. Eithne's Primary School Consent For Photography and Images of Children**

Dear Parent or Carer,

During your child's life at Saint Eithne's Primary School we may wish to take photographs of activities that involve your child. The photographs may be used for displays, publications and on the carefully controlled school web-site or social media sites, by the Local Education Authority or by local newspapers. Photography or filming will only take place with the permission of the head teacher, and under appropriate supervision. 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. 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 assume your permission. You may withdraw your consent at any time.

I understand that:

- The local media may take images of activities that show St. Eithne's and children in a positive light e.g. Year 1 pictures of new starters, drama and musical performances, sports and prize giving;
- We may take images for use in displays, in publications or on the school 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 delete unwanted material.

Having read the above statement we will assume that you provide your consent for the use of images of your child. However if you do not agree to provide consent, please advise the principal in writing.