



Mill Lane Primary School

Digital Images Policy June 2021

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Working with children and young people may involve the taking and recording of images – to record events in school or collect evidence of work for assessment.

Any such work should take place with due regard to the law and the need to safeguard the privacy, dignity, safety and well-being of children and young people.

At Mill Lane, parents or carers are asked to sign to confirm that they are aware that images may be taken, and give their permission for this to happen, as their child is admitted to school. This is updated annually. Parents who need assistance with this are supported by teaching staff and bi-lingual staff or an interpreter may be used. Children are informed of the reason for the photo being taken.

The member of staff taking the photo needs to check photo permission prior to any photos being taken. *Some parents / carers may agree to have their child's photo taken and used in displays in school, but not published anywhere other than in school, and not uploaded to the website or used on social media. This must be discussed by individual staff with parents / carers and the discussion recorded on the permission booklet, initialled and dated by staff and parent / carer. If you are unsure about what permissions a child has, please refer to the 'Photograph permissions' spreadsheet, saved on the shared area under 'Photographs'.*

Information on the implications of the image being taken especially if it is to be used for any publicity purposes or published in the media, or on the internet is included on the photo permission form.

All images must be taken only with school equipment and transferred within 1 school day to a file in staff shared / photographs, or deleted, unless otherwise agreed by the Headteacher, under exceptional circumstances. As they are saved they must be deleted from the equipment. This is a secure area and only school staff have access to it.

Adults need to remain sensitive to any children who appear uncomfortable, for whatever reason, and should recognise the potential for such activities to raise concerns or lead to misunderstandings. If children appear uncomfortable for any reason, please allow them to choose not to be part of the photo.

It is not appropriate for adults to take photographs of children for their personal use and these must never be shared on personal social media accounts.

All adults must ensure they:

- *are clear about the purpose of the activity and about what will happen to the images when the activity is concluded*
- *are able to justify images of children in their possession and able to explain when they will transfer them to staff shared*
- *avoid making images in one to one situations or which show a single child with no surrounding context*
- *ensure the child/young person understands why the images are being taken and has agreed to the activity and that they are appropriately dressed.*
- *only use equipment provided or authorised by the organisation*
- *report any concerns about any inappropriate or intrusive photographs found – immediately, to the Headteacher*
- *always ensure they have parental permission to take and/or display photographs*

Adults must not:

- *display or distribute images of children unless they have consent to do so from parents/carers*
- *share images of children on their private social media accounts*
- *use images which may cause distress*
- *use personal mobile telephones or personal cameras to take images of children, unless prior permission is given by the headteacher.*
- *take images ‘in secret’, or in situations that may be construed as being secretive.*