

# St. Patrick's Primary School



## Photographic Images of Children Policy

Ratified by the Board of Governors on Tuesday, 23<sup>rd</sup> October, 2012.

Reviewed Biannually

Next Review Date: Summer, 2023.

**‘We learn to love and love to learn.’**

**Contents**

Rationale	Page 3
Aims/Objectives	Page 3
Typical Uses Of Photographs	Page 3
Responsibilities - The Board Of Governors	Page 3
Responsibilities - The Principal	Page 3
Responsibility - Staff	Page 4
Responsibility - Parents	Page 4
Responsibility - Pupils	Page 4/5
Ownership	Page 5
Parental Permission	Page 5
Inter-School Fixtures	Page 5
Teacher Training and Portfolios	Page 5
Displays in School	Page 6
Parents Evenings, Concerts, Presentations	Page 6
Children Photographing Each Other	Page 6
Newspapers	Page 6
School Website	Page 7
Social Media Sites	Page 7
Mobile Phones	Page 7
Monitoring And Evaluation	Page 7
Appendix 1 Parental Permission forms.	Pages 8 – 10

**Rationale**

This policy provides guidance on the appropriate use of images of children in Saint Patrick's P.S., Eskra. It covers still, video and electronic photographic images wherever they are used. The guidance is for staff who wish to use images of children to enhance teaching and learning within our school or to promote events or achievements.

**Aims/Objectives**

- To ensure the appropriate use of photographic images.
- To preserve the safety of children.
- To ensure staff are aware of their roles and responsibilities.
- To ensure that our school meets the requirements of good practice as stipulated by law.

**Typical Uses of Photographs**

- Performing arts including dance and movement, concerts, drama performances, parent evenings.
- Sports days and sports fixtures and the use of photographic equipment by parents/guardians.
- Media including newspapers and television (some editors require children's names when publishing photographs.)
- School displays of children's activities and work.
- School publications such as the School Prospectus, information flyers, Power points/videos, external publications - e.g., CCMS website/publications.
- School trips.
- Religious celebrations such as the Sacraments.
- Staff training and professional development activities.
- School Website, Seesaw, Teams.
- NIFSA (Forest School) website/Facebook page and other publications.
- School anniversaries.
- Staff retirements.

**Responsibilities- The Board Of Governors**

The Board Of Governors should:

- Formally adopt these guidelines as policy and good practice.
- Ensure that the Designated Governor for Child Protection And Safeguarding Governor is aware of and supports the policies and procedures.

**Responsibilities- Principal**

The Principal should:

- Adopt these guidelines as policy and practice.
- Ensure that all staff are aware of and support the policy and procedures.
- Liaise with parents and gain their permission for the taking and publishing of any photographic images of their child/children.

- Ensure that policy and procedures are adhered to through rigorous monitoring and evaluation.

**Responsibilities- Staff**

The staff should:

- Ensure that they are aware of the policy and procedures.
- Obtain the consent from the parent/guardian of the child. (This must be sought)
- Use the image in its intended context.
- Follow the commitment made in the consent form.  
Ensure that parents/guardians of pupils have signed and returned the school's Parental Permission forms (See Appendix 1).
- Ensure all children are appropriately dressed.
- Avoid images that only show a single child with no surrounding context of what they are learning or doing.
- Avoid using images of a child who is considered very vulnerable unless parent/guardian has given specific written permission.
- Report any concerns relating to any inappropriate or intrusive photography to the Vice Principal/ Designated teacher or the Principal/Deputy Designated teacher for child protection.
- Remember the duty of care and challenge any inappropriate behaviour or language.
- Avoid using images that are likely to cause distress, upset or embarrassment.
- Regularly review stored images and delete unwanted material.

**Responsibilities- Parents/Guardians**

Parents should:

- Be aware of their own responsibilities.
- Adhere to the school policies relating to Child Protection And Safeguarding, the use of Photographic Images, Mobile Phones and Internet Safety and Acceptable Use.
- Consider their consent carefully.
- Only take appropriate images of their own and other people's children.
- Respect the views of other parents/guardians.
- Be sensitive to other people and try not to interrupt or disrupt concerts, performances and events.
- Regularly review stored images and delete unwanted material.
- Ensure that their stored images cannot be accessed or used in an inappropriate way.
- Report any concerns relating to any inappropriate or intrusive photography to the Vice Principal/ Designated teacher or the Principal/Deputy Designated teacher for Child Protection.

**Responsibilities- Pupils**

Pupils should:

- Be aware of their own responsibilities.
- Adhere to school rules.

- Report any concerns relating to any inappropriate or intrusive photography to the Vice Principal/ Designated teacher or the Principal/Deputy Designated teacher for child protection.

### **Ownership**

Human Rights legislation and GDPR 2018 give people new rights and it is the right to 'privacy' that is the issue when using photographs. The school respects the rights of people in photographs.

The Copyright, Designs and Patent Acts 1988 moved the ownership of copyright to the photographer (or their employer) and away from the person commissioning and paying for the photographs, unless there is an agreement otherwise.

### **Parental Permission**

Use of images of children require the consent of the parent/guardian. Permission should always be obtained by using the form in Appendix 1, when a child joins Saint Patrick's P.S., Eskra. The form covers the school when using the photographs in publications and on websites. Each year as part of a standard communication, we ask parents to renew their permission. (See Appendix 1)

When a parent does not agree to their child being photographed, the Principal will inform staff and make every effort to comply sensitively.

For example, if a child whose parents have refused permission for photography is involved with a sports event, e.g., a football match, it may not be appropriate to photograph the whole team. Careful liaison with parents is therefore essential. With discussion it may be possible to agree other options. The parent may accept a team photograph if names are not published, or they may be prepared to relent if it affects the whole team.

When photographic images are transmitted or shared beyond the school e.g., television broadcasts, images on intranet sites, social media e.g., Facebook; specific permission should be obtained.

### **Inter - School Fixtures**

If a vulnerable child is involved, it will be necessary to liaise with a member of staff from the other school so that they are aware of the wishes of the parent/guardian of the child and seek the cooperation of all parents.

### **Teacher Training and Portfolios**

During Initial Teacher Training and Early Professional Development, teachers may need to compile portfolios with photographs of children during lessons. Staff should act responsibly in compiling these images. The Vice Principal will oversee the compiled images as part of the mentoring process and consider their appropriateness.

### **Displays in Schools**

Still photographs shown on displays and video clips available during Parents' Evenings should depict children in an appropriate way. They should not display images of children in inappropriate or revealing clothing so appropriate levels of

integrity and decency are maintained. Photographs or images likely to cause embarrassment should not be used.

### **Parents' Evenings, Concerts, Presentations**

To allow the appropriate recording of children's images by parents/guardians the school will:

- Ensure that children are appropriately dressed.
- Obtain parental permission with the form in Appendix 1.
- Be aware of any child who should not be photographed; and,
- Monitor the use of cameras and anyone behaving inappropriately.

### **Children Photographing Each Other**

Children are permitted to photograph each other on a school device whilst being supervised by a member of staff. Children are not permitted to have a mobile phone in school or on school trips (see Mobile Phone Policy).

### **Newspapers**

Several scenarios can occur:

#### 1. Team photographs:

- When everyone is prepared to allow team photographs and full names to be published. In this situation publication can occur.
- If a parent is not happy to have a child's name printed on a photograph, then consideration could be given to publishing the photograph with no names. The Principal should make every effort to ensure, in conjunction with the newspaper editors, that this occurs.
- If parents of a child have indicated that the child is vulnerable and should not have a photograph printed, then a team photograph may not be appropriate.

#### 2. Photo opportunities:

- When the school invites a newspaper to celebrate an event, the Principal should make every effort in advance to ensure that the newspaper's requirements can be met.
- It is not acceptable to invite a newspaper to take photographs and then refuse to provide any names. Newspapers will not print anonymous photographs. Saint Patrick's, Eskra must give thought to this beforehand – and parental permission/opinion must be our key guidance.
- This might mean offering only those children whose parents are happy for publication of photographs and first names for inclusion in any photo opportunities.
- Otherwise, Saint Patrick's P.S., Eskra must be prepared to forego newspaper publicity.

### **School Website**

Our school has a website. The Principal is aware of good practice and ensures that the establishment only uses appropriate images that follow this guidance.

### **Social Media Sites**

On occasion, organisations such as NIFSA or the Edina Trust may ask permission for photographs or video footage to be displayed on their social networking sites such as Facebook to promote the work of our school and their organisation. Permission for instances such as this are included in our Parental Permission Forms.

### **Mobile Phones**

In the interests of Child Protection children are not permitted mobile phones in school or on trips. Staff are expected to keep their mobile phones in a safe place, out of reach of pupils.

### **Monitoring And Evaluation**

Saint Patrick's P.S., Eskra, will update this Policy and procedures in the light of any further guidance and legislation as necessary and review it bi-annually. The Board of Governors will also monitor this Policy and its implementation on a regular basis through the provision of reports from the Designated Teacher.

On-going evaluation will ensure the effectiveness of the Policy.

This policy was adopted by the Board Of Governors on **Tuesday, 23<sup>rd</sup> October, 2012.**

It was reviewed on:

- 2<sup>nd</sup> December, 2014.
- 10<sup>th</sup> December, 2015.
- 15<sup>th</sup> December, 2016.
- 27<sup>th</sup> March, 2018.
- 28<sup>th</sup> June, 2021.

### **Appendix 1**

Parental Permission forms.

**Appendix 1**

- In the interests of Child Protection our school annually seeks written permission from parents as to whether they allow photographs and video footage to be taken of their child/children. Photographs and video footage can be taken by staff in the classroom, at school events and on school trips. Photographs are taken to enhance teaching and learning in class and for displays in the school building. They can also be used in our School Publications and in the local press (e.g to promote our school). Photographs and video images can be presented on our website. Please note that the school website is available to anyone with Internet access and is not password protected. Video footage is also taken to enhance teaching and learning, to capture a special occasion, event or trip and is sometimes used to make recordings of school performances, which can be sold to staff and parents.  
Please read the sheets attached very carefully, state your preferences and return to school as soon as possible.



## Parental Permission - Photographs

Please state name/names of child/children:

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I do/do not permit staff of St. Patrick's P.S., Eskra to take photographs of my child/children for classroom/display purposes (including when on trips).

I do/do not permit staff of St. Patrick's P.S., Eskra to take photographs of my child/children for publication/school website/Seesaw/Teams purposes.

I do/do not permit staff of St. Patrick's P.S., Eskra to publish photographs (taken by staff or a local photographer) of my child/children in the local press.

I do/do not permit organisations such as NIFSA or the Edina Trust to publish photographs (taken by staff or a local photographer) of my child/children on their social networking sites.

Signed:

Date:

## Parental Permission - Video Footage

Please state name/names of child/children:

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I do/do not permit staff of St. Patrick's P.S., Eskra to take video footage of my child/children for classroom/display purposes (including when on trips).

I do/do not permit staff of St. Patrick's P.S., Eskra to take video footage of my child/children for publication/school website/Seesaw/Teams purposes.

I do/do not permit organisations such as NIFSA or the Edina Trust to publish video footage (taken by staff or a local photographer) of my child/children on their social networking sites.

I do/do not permit staff of St. Patrick's P.S., Eskra to publish video footage (taken by staff or a local videographer) of my child/children in the the form of DVDs/recordings of events such as the Christmas Performance to staff and parents.

Signed:

Date: