

**Great and Little Shelford CE (A) Primary School
Policy Statement – Use of Video Recording and Photographs**

At Shelford School we work together to safeguard our pupils and to enable them to attain the highest standards of academic achievement. We encourage them to be confident and successful within an orderly, secure and Christian environment and to make a positive contribution to the lives of others.

Policy name:	Use of Video Recording and Photographs
Policy details:	
Presented by:	Alison Evans (Headteacher)
Review meeting:	Governors' Policy Group
Approved at Full Governing Body meeting	To be presented to the Full Governing Board in July 2018
Signature and date: (Chair of Governors)	
Signature and date: (Headteacher)	

Great and Little Shelford CE (A) Primary School Policy Statement – Use of Video Recording and Photographs

At Great and Little Shelford CE (A) Primary School the daily life and the progress of our pupils is regularly captured in video recordings and photographs. These form a record of our work, our special events and of our trips and visits. The photographs and video recordings may be included in:

- whole school and class photo albums
- digital slideshows on laptops/PCs/electronic whiteboards
- whole school and class display boards
- assessment evidence
- staff coursework/evidence for accreditation and professional development
- the school website
- publicity documentation
- the press

None of these happen without the school's consent and careful oversight. If photographs are used in any publication, children's names are not given. If children's names are used in any publication, photographs are not provided. However, it must be recognised that the ownership and storage of the photographs then becomes the property of the receiver.

The school recognises the immense value of every child being involved in our music, drama and sporting performances during their school lives and encourages and expects all parents to consent to the photographic documentation of the children's school experience. It is also recognised that excluding one child from being photographed on such an occasion is likely to be unmanageable or even distressing for the child.

Where Child Protection issues would prevent such publicity, special arrangements are agreed with parents by the Headteacher. Events are discussed on an individual basis so that the child can be included in as many events as it is safe to do so.

On certain occasions the headteacher gives permission to parents and close relatives of the children in school to photograph and/or make video recordings of children at special events e.g. class assemblies, presentations and events. Those seeking permission to take photographs or video recordings are requested to visit the school office before taking any photographs or making a video recording and to agree in writing to the following conditions:

- The video/photographs will be used for personal/family viewing
- The video/photographs will remain in their possession
- The video/photographs will not be sold
- The video/photographs of children other than their own will not be posted on the internet or their own webpages (including sites such as flickr, picasa, webshots, fotki, photobucket) or on any social networking sites (facebook).

After registration, participants receive a receipt slip with these conditions, signed by the Headteacher, as a confirmation that they are entitled to hold this digital information. The

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leader of the event reminds the attendees of the agreement at the beginning of the event. The Headteacher and Governors of the school reserve the right to deny permission to an applicant and to challenge anyone who does not hold a permission receipt slip for their recording.

The school documentation is kept as a record of the agreement between parties.

To ensure the safety and welfare of children, parents/carers are not permitted to use personal mobile phones, cameras or video recorders on the school premises or when on outings. ONLY school cameras can be used for this. Photographs and recordings can only be transferred to, and stored on a school computer

Parents are asked to sign and return the consent form in Appendix 1

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**Appendix 1
Use of Video and Photographs – Consent form**

Child's name..... Year

I have read the policy information provided by the school regarding permission to video/photograph my child in school and understand that my child will be captured on photographs or video as part of the routine documentation of school life and that these may be produced in the following ways:

	Consent Yes/No
whole school and class photo albums	
digital slideshows on laptops/PCs/electronic whiteboards	
whole school and class display boards	
assessment evidence (EYFS - Essential evidence of child's work and/or development)	
staff coursework/evidence for accreditation	
the school website	
the press	

I understand that permission is given for video and photographs to be taken by parents and close relatives of pupils on special occasions according to the agreed criteria, which is explained in the policy. I understand that my child may be included in these.

I understand that I should contact the Headteacher if my child/family has exceptional circumstances regarding this issue for which a separate arrangement may need to be made, or if my circumstances change at any time.

Signed..... Date

Print name..... Relationship to child.....

Signed..... Date

Print name..... Relationship to child.....

Thank you for your support.