

## Photograph & Video and any other Media Policy

**Reviewed:** January 2015

**Next Review:** January 2016

### Aims

We aim to use photographs and digital devices at Junction farm School for:

- Assessment, planning and recording
- Observation tools
- Information for visitors and parents
- Training purposes
- Language extension
- Teaching and Learning resources

### Use of Photographs

Photographs are used extensively throughout Junction Farm Primary School for a variety of purposes. Generally staff take photographs of the children throughout the year to capture a particular example of something that a child has achieved. In addition we use photographs for:

Photographs/Video	Purpose
Website	Showcase children's achievements and talents.
Displays of children's work	A record of ideas and topic references for future use.
Classroom areas	To show the range of activities there for visitors and parents
Class albums	For children to look at and talk about
School policy folders	To explain the work of the school to parents and visitors.
Special events and festivals	As a record of the school year and for children and parents to look at and talk about
Photographic maps of the school and local environment	A resource for topic work usually focused in on Knowledge and Understanding of the World.
From home in All About Me Books	To act as a link between home and school when the children start at Junction Farm Primary School
Children's own photographs	Children take photographs at school often on the digital camera, to gain experience in using technology
School Newsletter	To highlight pupils achievement and report it to the school community.

Digital Devices are also used in school for many of the above purposes.

## **Points to Consider**

We are aware of the need for sensitivity when taking photographs and observe the following;

- The child does not object to having his / her photograph taken
- Photographs are used to show positive issues
- We are inclusive so that gender, race, special Educational Needs, and differing abilities are reflected in a balanced way
- There may be cultural issues of which we need to be aware when taking photographs of children from different ethnic minority groups

## **Photographs on the School Website**

*The school may on occasions use photographs of the children to promote the school. You may withhold permission for your daughter/son's image being used in this way by informing the Headteacher.*

*Parents are welcome to photograph their child's events at school for personal use, unless the Headteacher believes that there is a risk to the health or safety of those present. For further clarification please see the full photo policy. Please do not use these photos on social networking sites e.g. Facebook.*

We use photographs to celebrate pupil achievement and to record key events that happen in and out of school. It is a nice way for parent's to view pupil work and share in their success.

If you **do not** wish for your child's photograph to appear on the school website please complete the appropriate form (available from the school office).

Parents are made aware of this policy through the school prospectus.

Students, visiting professionals or researchers who need to take photographs as part of their work, are made aware of the need for confidentiality and that children will not be named or identified in any other way.

## **Parents photographing and Videoing Children at School**

Parents may take photographs or video at school events for personal use only subject to ordinary courtesies such as not obscuring the view of other audience members.

However, we must always be mindful of the need to safeguard the welfare of children in our and other schools who may have issues of child protection. If situations arise where images may be used to identify children under Child Protection Orders we ask parents to respect any requests to refrain from photography / videoing certain events and situations when child protection issues may be compromised. Those not respecting this request will be asked to leave the event.

Parents must ensure that photographs / videos of other children do not appear on any social networking sites.