

# Folly Hill Infant School



## USE of IMAGES POLICY

### *Safeguarding Suite*

Signed ..... Chair of Governors

Signed ..... Headteacher

Date: Summer 2020

Review Date: Summer 2022

#### **Introduction:**

At Folly Hill School we take many images of children being part of the Folly Hill TEAM. Images are taken by class teachers, the head teacher, support staff, governors and by official photographers booked by the school. Photographs must be taken with school cameras, card/tablet computers only.

We use these images for display within the school, for Confederation and for sport activities with other schools, e mails sent from school, for evidence files, television, for press releases and on our website. We also get requests from other companies within our community such as Hale Carnival committee, Surrey Commercial Services, Pod site etc for photographs of our children engaged in a variety of activities.

#### **On admission to Folly Hill School**

We ask permission from parents/carers to use images of their child for the above purposes.

Parents/carers have to fill in the form – please see appendix 1- and this is kept in the child's file.

These permission slips will be kept after the child leaves Folly Hill school as we sometimes use images of ex- pupils either from the time they were at the school or when they come back to the school such as on Gardening Saturdays.

Permission to photograph/film a child may be withdrawn by a parent/carer at any time.

Photographs published already will be removed at the school's discretion. In some cases it may not be practicable to remove an image from publication (for example if it appears in a newspaper.)

#### **Official Photographs**

An official photographer takes photographs of the children twice a year- both on their own and with the class/school. Children with siblings may also have an extra photograph taken.

Parents/carers may purchase these photographs and a copy will be used for the child's personal file and on SIMS management programmes.

#### **Privacy and safety checks**

Before we allow images of a child to be used anywhere in the public arena we check:

- That we have had parental/carer permission to use images
- That the child is happy for their image to be used
- The user of the image and the place the image is to be placed is considered to be safe by the head teacher and governors
- That the child's name is not printed with the image

**Use of images taken privately by families**

There are occasions at school when families like to take photographs/video for souvenir purposes. The head teacher and governors ensure that images are only taken on appropriate occasions. Parents/carers are requested to sign the form to be found in Appendix 2 as part of their welcome pack and this will also be sent as a reminder on occasions such as the Christmas play, Summer performance etc. this will be in the form of an unsigned appendix 2. We cannot police use of images by anyone but ask for co-operation from our stakeholders in these matters.

Complaints should be reported to the head and they will make a decision as to action to be taken.