

Worlingham CEVC Primary School

PHOTOGRAPHY AND DIGITAL RECORDING POLICY

*Like a tree firmly planted by streams of living water we will grow
in knowledge, love, faith and wisdom. Based on Psalm 1:3*



The aim of this Policy is to give clear guidance in the use of taking, storing and distributing photographs and digital content in school by staff, parents and outside agencies. When this policy refers to photographs, the guidance similarly applies to digital video and audio recordings.

This Policy has been produced with reference to the most recent Child Protection Guidelines recommended to schools.

Photographic images may only be taken of children whose parents have given prior permission for this to happen. Images may only be used in a way that adheres to parents' consent and wishes. Parents will be asked to fill in and sign permission slips which will be kept in the pupils' blue file in the office. A copy of this slip is attached to this statement.

This guidance applies to the following:

- Teachers, trainee teachers and support staff
- Parents and visitors to the school
- Parents and volunteers accompanying educational visits
- Students on work experience and college courses
- Members of the press must NOT publish photographs or the name and address of any child without parental consent.

This Policy applies to any situation where photographs or video recordings are taken, including:

School plays	School trips
Assemblies	Classroom/playground activities
Christmas performances	Any other activities involving children from our school
Sports day and other sports events	

Parents wishing to take photographs of their children at any of these events should consult the school prior to the event and understand that these are for family use only.

Class Dojo

The school will take and distribute photographs of children's learning to parents, if their parents have consented to this. The photographs must:

- Show the quality of our school's learning.
- Represent the school in a positive light.
- Be varied, current and have a clear context and reason for posting.
- Be records of naturally occurring moments of learning, rather than artificially staged scenes.
- Be sensitive to the quality of alerts received by parents when a photograph is posted.
- Not to have names of children attached to them if being posted to the whole class story.
- Not be blurred or of poor quality.
- Be monitored closely by the class teacher.

The above Policy has been developed in the response to a growing need to consider the security, welfare and confidentiality of the children attending Worlingham CEVC Primary school.

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