



Photo and Images Policy

Although photographs are an important tool to help support communication, as well as a good way of recording work, activities etc., for many of the children and young people (CYP) at the Walnuts School, we must always be mindful that both photographs and video images of pupils and staff are classed as personal data under the terms of **the Data Protection Act 1998. This does not prevent individual parents or carers from photographing or filming their children at school events. There is also an exemption with regard to media coverage and occasionally images of pupils may appear in local or national newspapers or on television.**

Using such images requires the consent of the individual concerned, and in the case of our children and young people (CYP) a parent, carer or guardian. The school will not display images of pupils or staff on websites, in publications or in a public place without such consent. The reason for using an image and how it will be used must be made clear on the consent form.

Risks occur when individual children can be identified in photographs. There is greater risk of the misuse of images on the Internet because of the lack of control over who can access the images.

In the event that the school finds images being used inappropriately, the matter will be reported to the Local Authority in the same way as any other child protection/safeguarding issue.

Appropriate use of Images

- Only use photographs of CYP in suitable dress
- CYP in swimming costumes/nightwear are not to be photographed
- Where CYP are photographed in P.E. kit, the content of the photo should focus on the activity and avoid full face or full body shots
- CYP subject to a court order should not be used in a photograph
- Images should be stored securely and only used by those authorised to do so
- Photographs of CYP should **NOT** be used after they have left the school
- Photographs of CYP must **NOT** be taken/stored on staff mobile phones

We will request written parental/carers/guardian permission to use a photograph of a CYP as part of the initial admission/registration process (see appendix 1).

The Walnuts School will:

- Advise parents if media coverage is expected
- Avoid naming individual children in full
- Try to represent the diversity of the pupils in school

- Not use images likely to cause distress or embarrassment to the CYP or parent/carer
- Review images regularly and delete/destroy any unwanted material
- In the case where a parent/carer does not agree to their child being photographed, staff will be informed and every effort will be made to comply with this wish

Media Coverage

Images taken for the purpose of journalism are exempt from the Data Protection Act. However, those CYP whose parents/carers have refused permission for their child's image to be used in such a way will be excluded from media coverage.

Webcams

The use of webcams is covered by data protection requirements. Any area where a webcam is being used will be clearly marked.

Children photographing each other

There may be occasions, particularly on school trips, where CYP take inappropriate photographs of their friends. This will be discouraged and for this reason, the use of mobile phone cameras will not be permitted in changing rooms, toilets etc. If inappropriate photos are taken the matter will be addressed with the individual child and their parents as appropriate.



PERMISSION FOR USE OF PUPIL PHOTOGRAPH

As part of our communications activity, The Walnuts School and Milton Keynes Council occasionally uses photography for publicity purposes. We would like your permission to photograph/film you/your relative for possible inclusion in our publications, website and other publicity material. The images/video may also be included in the school's image library as well as the central Milton Keynes Council image library for use by other Milton Keynes Council practitioners.

The school and council will ensure as far as possible that images are not used inappropriately but by signing this permission form you accept that should this happen the school and council do not accept responsibility. You/your relative's contact details will remain strictly confidential.

I permit The Walnuts School and Milton Keynes Council, to use photographs of me/my relative in school and Milton Keynes Council publications and publicity material, and for inclusion in the school and central Milton Keynes Council image library without compensation to me, as indicated below. I waive any right to approve the finished photograph or any copy which might be used in conjunction with the finished photograph.

Please tick the boxes below if you are happy for your/your child's photo to be taken and used for the following purposes:

- | | | | |
|------------------------------------|--------------------------|--|--------------------------|
| • Record of progress | <input type="checkbox"/> | • Use in the school newsletter | <input type="checkbox"/> |
| • Use in class library photo books | <input type="checkbox"/> | • Use on the school website | <input type="checkbox"/> |
| • Displays around the school | <input type="checkbox"/> | • Reports in local media and fundraising | <input type="checkbox"/> |

Signed: Date:

(must be signed by parent/guardian if individual is under 16 years old)