



# Use of Photographs, Video and other Digital Media Policy

Reviewed by	Resources Committee Full Governing Body
Agreed on	March 2022
Signed	Ian Wallace

Our Core Values: Honesty, Loyalty, Caring, Sharing and Forgiveness



# Offwell C of E Primary School

## Aims

We aim to use photographs and cameras at Offwell C of E Primary School for:

- Assessment, planning and recording
- Observation tools
- Information for visitors and parents
- Training purposes
- Language extension
- Teaching and learning resources (with particular links to ICT and Global Awareness)

Use of Photographs, Video and other Digital Media.

**Under no circumstances should mobile telephones be used to take photographs or video of children in school.**

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

Photographs	Purpose
Displays of children’s work	A record of ideas and topic references for future use
Examples of children’s play	As a part of an individual child’s profile given to parents at the end of the year.
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
Birthday display	Used as a class resource for talking about birthdays, months of the year etc
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 the All About Me booklets	To act as a link between home and school when the children start at Spreyton
Children’s own photographs	Children take photographs at school often on the digital camera, to gain experience in using technology

IPads are also used in school for many of the above purposes. In particular we may use them for observations of children’s play to further our understanding, or for assessment and planning tools.

## 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 (e.g. a piece of work that the child has worked hard on or is pleased with, children playing co-operatively together)
- 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



## **Offwell C of E Primary School**

Where photographs, videos or even samples of children's work are to be displayed outside school we seek parental permission for this to happen. (See Permission and Copyright Release Letter)

Examples of this are newspaper reports, articles in education publications or exhibitions of children's work.

Students, visiting professionals or researchers who need to take photographs or videos 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 are made aware of our use of cameras, and the location of this policy through the school prospectus, and have the opportunity to voice any concerns.

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

Parents may take photographs that include children at school events subject to ordinary courtesies such as not obscuring the view of other audience members or distracting the children.

It is, however, important to note (and to advise parents if necessary) that photographs/video footage should not be published in print or digitally (eg on websites) without the approval of the parents of all the children featured in the photograph/video. This applies both to individuals and to schools. Names and/or addresses should never be published in association with photographs.