YSGOL Y LAWNT

Policy on Photographic and Video Images

1 Introduction

1.1 There are many occasions on which it is a good thing to make use of photographs and video images that include children. This is perfectly proper and to be encouraged. However, our school will do all it can to ensure that images are used properly, and that, as in all matters, risks are minimised, and our children kept safe and secure, whether at school or elsewhere. The aim of this policy is to establish the right balance between the proper use of technology and the safety of our children at all times.

1.2 Under the terms of the Data Protection Act 1998, all photographs and video images of children and staff alike are classified as personal data. This means that no image can be used for display or for school publicity etc., unless consent is given by or on behalf of the individual concerned.

2 Parental permission

2.1 Photographs and videos are used in school for display and educational purposes. Where photographs or videos are to be used for publicity purposes e.g. on the school website or in the local press written parental permission will be sought.

2.2 All pictures taken will be appropriate, and will show children properly clothed for the activity they are engaged in. The school will do all it can to ensure that due sensitivity is shown in the choice and composition of these images.

3 School performances

3.1 We will allow video and photographic recordings of all school performances, as long as the parents or guardians of the children involved have given their consent.

3.2 The school will observe the way in which video recordings are made, and photographs taken, during performances, and will withdraw the right of anyone to bring a camera of any sort if they are felt to be making inappropriate images. For example, photography is forbidden in changing rooms or backstage during school productions.

4 The Internet

4.1 Only appropriate images will be used on the school Internet site, and children will not be identified by their name or address on the school website.

5 Use of digital cameras

5.1 There are many ways in which the use of digital images is valuable for children's learning. For example, they may be used in art work or geography or science fieldwork.

6.2 Images will be made only as appropriate for school-related activities.

6.3 Children will be taught how to take pictures and will be supervised by an adult when they have access to a digital camera.

7 Media publications

7.1 Sometimes, local or national media visit the school to follow up a news story. This is often to do with a notable achievement by a child or a group of children from the school. For example, the netball team may have won a regional competition, or the school may have raised money for a charity whose representative wants to receive the donation in person. In this situation, where children's images might be made public, the school will inform parents and carers of the event in advance, and allow them to withdraw their child from the event if they so wish. Newspapers normally ask for the names of the children to go alongside the photographs; if parents or carers do not wish this to happen, then the school will not allow the individual to be photographed or filmed by the media concerned.

8 Monitoring

8.1 This policy will be monitored by the governing body and revised as appropriate, and not less than two years from the date of its adoption. Any incidents of concern relating to this policy will be referred to the Chair of Governors by the Headteacher.

Signed:

Date:

Appendix 1

Ysgol y Lawnt

Pennaeth : Mrs Sharon Davies BEd Hons. PGCE, NPQH

Ffurflen Caniatád / *Consent Form*

Ffotograffiau/ *Photographs*

Yn ystod y flwyddyn byddwn yn tynnu lluniau o blant yn gwneud gweithgareddau amrywiol o fewn y dosbarth a'r ysgol, ar ymweliadau, yn cymryd rhan mewn chwaraeon, yn gwneud gweithgareddau ac yn cynrychioli'r ysgol mewn cystadleuthau. Yn achlysurol bydd y lluniau yma yn cael eu cyhoeddi mewn erthyglon addysgiadol neu eitemau newyddion yr ysgol yn y wasg neu ar y wefan yr ysgol.

During the year we will be photographing the children undertaking various activities within the class and school, on visits, taking part in sporting activities and representing the school in competitions. Occasionally these photographs will be published in educational articles and school news items in the press or on the school website.

Teithiau Cerdded Lleol/ *Local Walks*

Fel rhan o weithgareddau'r Cyfnod Sylfaen a Chwricwlwm 2008 byddwn yn cymryd y plant allan i arsylwi ar nodweddion o gwmpas yr ardal leol. Bydd goruchwyliaeth addas ar gyfer yr ymweliadau hyn a byddwn yn ymgymryd ag asesiadau risg ar bob achlysur.

As part of our Foundation Phase and Curriculum 2008 work we will be taking the children out of school to observe features of the local area. Appropriate supervision with suitable child/ adult ratios will be arranged for each visit. We will also undertake a risk assessment prior to each visit..

Defnyddio'r Wê/ *Using the Internet*

Bydd y plant yn defnyddio'r wê yn yr ysgol ar gyfer gwaith ymchwil. Bydd y plant yn cael eu goruchwilio yn hyn o beth ac mae mesurau diogelwch yn eu lle er mwyn sicrhau eu bod yn defnyddio gwefanau addas.

The children will be using the internet for research purposes. They will be supervised at all times and filters are in place to ensure that they are unable to access inappropriate material.

Rhowch ✓yn y bocsys priodol *Please ✓boxes as appropriate.*

Yr wyf yn deall y bydd lluniau yn cael eu tynnu o'r plant a rhoddaf ganiatád i'r lluniau ymddangos:-
I understand that photographs will be taken and give my consent for them to be used:-

Yn y wasg ☐ *In the press*

Ar wefan yr ysgol ☐ *On the school website*

Rhoddaf ganiatád i'm plentyn ymweld â mannau o ddiddordeb o fewn pellter cerdded i'r ysgol ☐
I grant permission for my child to visit places of interest within walking distance to the school.

Rhoddaf ganiatád i'm plentyn ddefnyddio'r wê yn yr ysgol ☐
I grant permission for my child to use the internet in school.

Enw'r plentyn
Name of child
_____

Llofnod *Signature* _____ Dyddiad *Date* _____

Perthynas i'r plentyn
Relation to child _____