



# THE BISHOPSWOOD SCHOOLS FEDERATION

## POLICY FOR THE USE OF CAMERAS AND VIDEOS

### **Rationale**

There are many occasions on which it is appropriate to make use of photographs and video images that include children in our schools. This is perfectly proper and to be encouraged. However, our schools will do all they 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 in school or elsewhere.

### **Aim**

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.

We aim to use photographs and cameras at Bishopswood Federation for:

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

### **Use of Photographs**

Photographs are used extensively throughout Bishopswood Infant and Junior Schools 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 use photographs for:

<b>Photographs Purpose</b>	
Displays of children's work	A record of ideas and topic references for future use
Assessment	A record of achievement towards targets and objectives. Can be used as evidence against Classroom Monitor.
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 to visitors and parents
Class albums	For children to look at and talk about 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
Children's own photographs	Children take photographs at school often on the digital camera, to gain experience in using technology

Video recorders 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.

Where photographs or videos are to be displayed outside school we require parental permission. (See Permission Letter) Examples of this are newspaper reports, articles in education publications, exhibitions of children's work or on the school websites.

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**

We believe that parents have the right to record memorable moments within their children's school lives in photographs and/or video, where appropriate. In deciding whether or not it is appropriate to allow the use of photography and/or video it is important to ensure the protection of the children in our care. There are occasions where it would not be appropriate for photographs to be taken of children. It is therefore important that there are clear guidelines for the taking of images and these are shared with all audiences during any event where parents/carers are present.

- Parents may take photographs of school performances and events subject to ordinary courtesies such as not obscuring the view of other audience members or distracting the children.
- Photographs and videos are taken for private use and must not be loaded onto sharing websites or social media where they can be viewed by the public.
- These guidelines

### **Monitoring**

This policy will be monitored by the governing body and revised as appropriate, and not less than three 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 Executive Headteacher.

**Policy Reviewed** – July 2020

**Next Review** – July 2022

## **Appendix 1**

### **'Use your camera and video courteously' Code**

#### **A guide for parents who wish to take photographs and/or video a school event**

Generally photographs and videos for family use are a source of innocent pleasure and pride which can enhance self esteem for children and young people and their families.

By following some simple guidelines we can proceed safely and with regard to the Law:

- Remember that parents and carers attend school events at the invitation of the Executive Headteacher and governors.
- The Executive Headteacher and governors are responsible for deciding if photography and videoing of school performances and events is permitted.
- The Executive Headteacher and governors are responsible for deciding the conditions that will apply in order that children are kept safe and that the performance or event is not disrupted and children and staff not distracted.
- Parents and carers can use photographs and videos taken at a school performance or event for their own personal use **only**. Such photos and videos cannot be sold and must not be put on the web/internet due to existing Data Protection legislation, which in such circumstance is likely to be contravened.
- Recording or photographing other than for private use would require the consent of all the other parents whose children may be included in the images.
- Parents and carers must follow guidance from staff as to when photography and videoing is permitted and where to stand in order to minimise disruption to the activity.
- Parents and carers must not photograph or video children changing for performances or events.
- If you are accompanied or represented by people that school staff do not recognise they may need to check out who they are if they are using a camera or video recorder.

Thank you for your cooperation.