



Ridgeway Primary School Use of Photographs and Videos Policy

Aims

We aim to use photographs and cameras at Ridgeway Primary School for:

- Assessment, planning and recording;
- Observation tools;
- Information for visitors and parents;
- Training purposes;
- Teaching and learning resources;

Use of Photographs

- Photographs are used extensively throughout Ridgeway Primary School for a variety of purposes;
- Generally photographs of the children are taken throughout the year to capture examples of their learning and achievement;
- To support assessments against the Early Learning Goals in EYFS and share learning experiences with parents in Y1-Y6. These photographs are stored on the Tapestry website or Evidence App cloud both which are password protected and can only be accessed by authorised users.

In addition we use photographs for:

- 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 Prospectus and web site 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;
- Classroom displays used as a class resource for talking points;
- Photographic maps of the school and local environment;
- A resource for topic work;
- To act as a link between home and school when the children start at Ridgeway;
- Children's own photographs. Children take photographs at school often on a digital camera or iPad, to gain experience in using technology;
- Web Cams are also used in school for many of the above purposes;

Points to Consider

We are aware of the need for sensitivity when taking photographs and observe the following:

- Parents have given their permission for their child to be photographed;
- The child does not object to having their photograph taken;
- Photographs are used to show positive issues;
- 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, videos or even samples of children’s work are to be displayed outside school we seek parental permission for this to happen. (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 photographs, and the location of this policy through the school website, and have the opportunity to voice any concerns;
- Photographs should only be taken using authorised school equipment e.g. cameras, iPads. **Teachers should not be using personal equipment including mobile phones to photograph pupils as a matter of course.** In exceptional circumstances if this needs to happen for any reason, permission from the Headteacher should be sought in the first instance and photographs should be download onto the school network as soon as feasibly possible and permanently deleted from the device.

Parents Photographing and Videoing Children at School

- Parents may take photographs of 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) that photographs/video footage should not be published in print or digitally (e.g. on websites in particular social network sites) without the approval of the parents of all the children featured in the photograph/video. This applies both to individuals and to schools. Addresses should never be published in association with photographs.**

Joanne Jelves
Reviewed June 2014

Document History

June 2011	Adopted at Governing Body meeting July 2011
21 st June 2014	Presented for adoption with amendments regarding use of personal cameras and mobile phones at the Behaviour & Safety Committee 24 th June 2014
January 2018	Reviewed with change from ORBIT to Evidence App & Tapestry usage presented to Resources Committee 13 th February 2018

This policy is due for review 2017