



Name of School	St. Joseph's Catholic Primary
Policy review Date	June 2023
Date of next Review	July 2025
Who reviewed this policy?	Head Teacher

St Joseph's is a joyful community which follows the example of Jesus, helping, accepting and respecting everyone, as we learn and grow together, safe in His love.

DIGITAL IMAGES POLICY

This policy covers the use of identifiable images. For example, an image showing the face of a child is "identifiable". Where an image is perhaps of the back of a child or the face is blurred or so distant (in the background) as to be unable to see facial features then it will be deemed "unidentifiable" and the use of such an image will not be covered by this policy.

Upon acceptance of a place at St Joseph's Catholic Primary School, parents acknowledge that the School may take and retain photographic or video images of their child which are intended for educational and administrative records only and will not be used for marketing purposes or shared publicly. These could be individually or in groups. Images may be used in children's books, their Learning Journeys and on their Google Class page and play an important part in activities and used to record a child's progress. These images may be used, within the school, in presentations in subsequent lessons or for identification purposes such as medical or SEND.

We may also wish to use these images in other ways. Therefore, to comply with the Data Protection Act 2018 and we would obtain your consent before we photograph or make any recordings of your child to use in this way for the following:

- school publicity material
- school website
- school Twitter

Consent will be sought from parents via <https://st-josephs-upminster.net/wp-content/uploads/2023/05/Photo-Consent-Form-May-2023.pdf>. You retain the right to withdraw consent for any reason, please do so in writing to office@st-josephs.havering.sch.uk.

1. This form is valid for the period your child attends this school. If you have given appropriate consent, some images of your child may be used after this time in publicity material and on the school website. If you wish these images to be withdrawn after your child leaves the school please contact us in writing.
2. Consent can be withdrawn at any time by contacting the school in writing.
3. The images we take will be of activities that show the school and children in a positive light. Images may also be taken of children in our breakfast and after-school club.
4. We may use group or class photographs or footage with very general labels e.g. 'science lesson'.

5. If we use photographs of individual pupils on the website or in publicity material, we will not use the name of that child in the accompanying text or photo caption. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
6. If a child has won a special award we will obtain explicit consent from the parent before using both the image and child's name.
7. We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons.
8. We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended and not passed on to any third-party websites or publishers.
9. Consent will continue to be requested, separately, for each school trip/sporting event where the organisers could ask permission to take photographs to promote their event.

Monitoring of consent

St Joseph's Catholic Primary School IT Technician, is responsible for collating information on parental consent to have digital images made public

How Images are Taken & Stored

Only devices which are supplied by, and owned by the School, will be used to take images of pupils. These devices may include, but are not limited to:

- digital cameras
- video cameras
- tablet computers

Under no circumstances are staff allowed to use personal mobile devices or cameras to take images of children and images must only be stored on the School's computer servers or on the School's Google Drive accounts.

Parents Photos / Video

At some school events and matches parents are permitted to take photographs or make video recordings of their children. These photos or videos should be for parents' own personal use only. We ask that photographs or video clips where other children are present are not uploaded to social media websites or shared in any way within the public domain. We request that parents respect the privacy of others and comply with any instructions given by the school regarding the taking of photographs or videos. Only by everyone adopting a responsible attitude to this will we be able to continue to allow parents to continue taking photographs and videos at school events.

Pupils' Access to Images

From time to time pupils may be provided with access to images of themselves and other pupils within their class which have been taken as part of a curriculum activity. Where children have access to photos through their pupil Google Classroom Account under no circumstances should these images be downloaded to a personal computer and used for any purpose other than the curriculum activity they were intended for. All images taken by the School or pupils of the School are the intellectual property of St Joseph's Catholic Primary School and must not be used or reproduced without permission. We ask that parents supervise their children's activity on home computers or other devices in this respect.