



Rudgwick Primary School
Policy for the use of photographs
January 2020

Our vision: Rudgwick Primary School aims to be a community where everyone is **inspired** by a love for learning, is supported and encouraged to **believe** in themselves and is enabled to **achieve** success.

Review by: Head Teacher
Approve by: Head Teacher
Date for review: 01/01/2023
Frequency of review: 3 years

‘Educational Inclusion’ is about equal opportunities for all pupils. It pays particular attention to the provision for, and achievement of, different groups of pupils’

The School Website

Including images of pupils on the school web site can be motivating for the pupils involved and provide a good opportunity to promote the work of the school. It is important to balance the potential risks of including images of pupils on the web site against the design principles of creating colourful, attractive and relevant pages, as the school, head and governors would do with any publication.

To this end the Rudgwick Primary School Web site ensures:

- A student's last name is never published alongside a photograph
- If a contact person is needed for a project, this will be the teacher, not the student.
- No identifying material will be posted on the Internet (such as personal phone numbers, home addresses, and individual pictures with the student's first and last names.)
- If class or group pictures are posted, it may mention names but not which individuals are standing where in the picture
- Class pictures will generally include at least three or more students
- If individual pictures are posted of students, it will not include their name
- Personal web pages will not be published from school. Where a web page is published, it will be based on the classroom curricula.

Parental Permission

- Children’s photographs and videos will be used for the website, publication in newspapers, presentations and educational publications only with the prior parental permission.

- Photographs and videos displayed within the school environment will not require parental permission.

Use of devices

- Only school devices should be used to capture images of children.
- If a personal camera is used, permission should be sought from the headteacher first and all images must be downloaded on school premises and deleted from the camera before leaving the site.

Equal Opportunities:

We will aim to ensure that all children will have an equal opportunity to explore their potential regardless of gender, ability, cultural or religious background with reference to our school's equal opportunities policy.

Signed:

Date: