

REVIEWED: SEPTEMBER 2016
NEXT REVIEW DATE: AUTUMN 2017
REVIEWED BY: ASSISTANT HEAD, LOWER SCHOOL
RATIFIED BY: COMPLIANCE COMMITTEE



Hazelwood School

Taking, Storing and Using Images of Children

This Policy includes the Early Years Foundation Stage

Introduction

We are an open and inclusive community that is very proud of all of the achievements of all of our pupils in their academic, artistic and sporting endeavours. We celebrate both success and participation by the taking of photographs and videos which we like to share with parents, pupils and prospective families through internal newsletters (The Nutshell), on-line, in local advertising and within school marketing material (e.g. Prospectus).

Parents who accept a place for their child at Hazelwood are given the option to sign a consent form to agree to the School using photographs of their child and information relating to his/her achievements for promotional purposes which may be published in the prospectus or on the website, as well as displayed within the premises, and in bulletins sent to the school community.

The consent form that the School uses for this purpose are attached at the end of this Policy titled: USE OF PUPIL IMAGES, PHOTOGRAPHS AND SCHOOLWORK Consent Form

These consent forms are provided on a pupil's commencement at the School or when this Policy is updated and should be returned to the School Office. Any changes to the information given by the child's parents should be sent in writing and acknowledged by the School.

Full details of the School's Data Protection Policy and of its Records Keeping Policy are available on request.

Pupils like to be photographed and to see their work displayed so we hope that parents will feel able to support the School by consenting to the School using images in the ways described herewith.

Security

All photographs of children are kept securely stored in the password-protected area of the staff database where access is restricted to academic, pastoral and School Office staff. Any parent who so requests will be sent a copy of his or her son or daughter's photograph.

Children will be accompanied by a member of staff when photographed by a professional photographer. Parents are given the opportunity to purchase copies of any photographs taken

for promotional purposes by professional photographers and class and sports teams photographs.

Naming of children

The images that the School uses for displays and communications purposes will not identify an individual pupil by their full name. Pupils will be identified by their first name, or the group, team name or event they are associated with. The School only uses images of school activities, such as plays, concerts, sporting fixtures, prize-giving, school trips etc in their proper context alongside a report of the event or to promote the curriculum of that year group or department.

Storage and Review

The School will check, update and delete photographs on a regular basis.

Nominated school cameras and other photographic appliances

We will only take images of pupils on School equipment and all of these images will be downloaded onto the secure server which can only be accessed by staff.

Staff will not use personal devices to take photos or videos, unless these devices are on the Schools registered list of acceptable equipment.

No personal devices are allowed on the Hazelwood Nursery and Early Years (HNEY) site or in areas where children of 5 years and under are present.

The use of iPads in school

iPads are used throughout the School. Pupils in Years 6-8 have an individual device for them to use at both School and at home. There will be at least one pod of iPads which will be available for teachers to use throughout the other year groups.

Storage of material generated from the iPads will be on 'My Big Campus', a regulated cloud storage accessed via strict and secure passwords.

All staff and pupils have signed a separate AUP governing the use of iPads. Spot checks of devices and their use are carried out to ensure compliance and appropriate sanction taken if required. Devices are only used when supervised by staff. The taking of photographs, unless for a class or topic-related project is not allowed. Any breach of these conditions will result in action taken against the pupil(s) involved.

Use of images: Foundation Stage Profile and Learning Journals

As part of our commitment to provide for the individual needs of your child we will be observing all areas of development, and in partnership with you, using this information to plan appropriate activities within the Early Years Foundation Stage. These observations will be included in your child's Learning Journey and may be made available for inspection by Ofsted

and ISI but otherwise they will be confidential and available only to you and those nursery/teaching staff involved in planning for your child.

Photographs are an integral part of our assessment process as they enable staff to visually record progress and special moments for your child. A digital camera or school iPad, will be used to take photographs and these will only be printed on site. Some of these photographs may be used in internal displays. All pupils at Hazelwood School Nursery and Early Years will have an image stored alongside their electronic record.

Staff Induction

All new teaching and office staff are given guidance and training on this policy.



Hazelwood School

HAZELWOOD SCHOOL

USE OF PUPIL IMAGES, PHOTOGRAPHS AND SCHOOLWORK Consent Form

From time to time the school may wish to use photographs or other images of a Hazelwood pupil or pupils together with educational material and selective personnel information (such as full name, age, hobbies, talents etc; but excluding home addresses) for promotional purposes in the press, on the school's website or magazine, or in any other appropriate media, including online.

In addition, all pupils at Hazelwood School will have an image stored alongside their electronic record.

Pupils in the Hazelwood Nursery and Early Years will have photographs taken for the completion of their EYFS Profile and Learning Journals. These form an integral part of our assessment process and enable staff to visually record progress and special moments of your child. These observations and photographs may be made available for inspection but will otherwise be confidential and available to you and the Nursery or Early Years staff. If you do not wish your child's image to be used for these purposes please write to Assistant Head with responsibility for Early Years - hdeyfs@hazelwoodschool.com.

By signing this consent form you are agreeing to the **Taking, Storing and Using Images of Children** policy.

Full name of child: _____

I/We give/do not give consent for our child's image or schoolwork to be used by Hazelwood School in its **promotional literature including the school website**.

I/We give/do not give consent for our child's image, schoolwork and first name to be used by Hazelwood School in **local media**. My child's full name will not be used unless specific consent is given.

I/We give/do not give consent for our above named child's image or schoolwork to be used by Hazelwood School in **social media** platforms. E.g. Twitter, YouTube.

Name of parent:

(Please print)

Signed:

Date:

Name of parent:

(Please print)

Signed:

Date