
Pupil Image Protocol

Everyone welcome; everyone included



The following information is based on the school's E Safety protocol and Safeguarding Policy.

Photographs and video footage are very useful tools for recording children's learning in the moment and progress over time. Images are regularly used across the school and very frequently in the Early Years Foundation Stage (EYFS) to capture examples of children's achievements, interactions with their peers and the world around them.

The following protocol is in place within the school to ensure appropriate use and storage of pupil images.

- Parents/carers are asked to sign consent forms during the admission process to enable staff to take photos and videos of their children in the setting and for publication, for example on the school website.
- Photographs and videos are taken by staff using password protected school devices such as ipads which are owned by the school.
- Staff sign the school's Acceptable Use Agreement which includes a clause on the use of mobile phones / personal equipment for taking pictures of pupils.
- Images may be used to record learning experiences, as an assessment tool or to celebrate achievements in display.
- In the EYFS, photos are linked to the child's profile using the 2Simple data programme for assessment purposes; photos are also used in children's 'Special Books'.
- Staff always ensure pupils are appropriately dressed.
- Staff encourage pupils or their parents to tell us if they are worried about any photographs that are taken of them
- Pupils are not identified by their full name in online photographic materials or in the credits of any published school produced video materials / DVDs.
- Digital images /video of pupils stored in a teacher's documents, email or shared images folder on the network are deleted at the end of the year – unless specifically required for a key school publication or assessment information.
- Images of children and staff are not to be taken on or away from school premises by parents or visitors, unless prior permission is sought and given by the school, or at scheduled school events such as assemblies or festivals.
- Staff are aware of pupils who have not been granted photographic consent.