



ST BERNADETTE'S
CATHOLIC PRIMARY SCHOOL

Photographs and Videos at School Policy

St. Bernadette's Catholic Primary School

Approved by BoD: 22/06/2023
Policy Review Date: 22/06/2026

Mission Statement

At St Bernadette's, we follow Jesus by sharing His light through our words and actions, spreading His word in how we live and learn, trusting His plan even when the path is uncertain, loving one another with compassion and respect, and serving others with humility, just as Christ did. Through these daily acts of faith and kindness, we grow together as a community of disciples.

Introduction

Children's photographs add colour, life and interest to articles promoting School activities and initiatives. Making use of photographs for publicity materials and to promote the School on our Website for example, can increase pupil motivation and staff morale, and help parents/carers and the local community identify and celebrate the School's achievements. However, photographs must be used in a responsible way.

Schools need to respect children's and parents/carers rights of privacy and be aware of potential child protection issues. At St. Bernadette's School every reasonable effort will be made to minimise risk by following the guidelines detailed in this document and by securing parental consent for the use of photographs. This Policy applies to the use of photographs and videos in School publicity materials, on its website and in the press.

Aims

The aim of this Policy is to establish the right balance between the proper use of technology and the safety of our children at all times.

Parental Permission

All parents/carers will be asked to sign a Parental Permission Form (see Appendix 1) when their child starts School with us. This Permission Form will remain valid for the whole of the child's time at St. Bernadette's unless we are told otherwise.

The Class Teacher will then receive an updated list of children who are and who aren't allowed to have their photographs taken and used in certain publications, eg, website, newsletter, around School, learning platforms etc. The School Office will also hold a copy.

The SIMS database will also be updated.

Use of Mobile Phones

Our School is a Mobile Free Area.

Children are not allowed to bring mobile phones into school unless authorised by the Head Teacher.

Adults may bring in mobile phones but they must be switched off and put in a locker.

Use of Cameras and Digital Images During School Activities

There are many ways in which the use of digital images is valuable for children's learning, e.g. they may be used in Art work, Geography or Science fieldwork.

Images will be made only as appropriate for School-related activities.

Children will be taught how to take pictures, but will be discouraged from taking pictures of each other.

Children will be supervised by an adult when they have access to a camera used during School activities.

As soon as images have been used for their intended purpose (e.g. illustrating a good football pass) they will be deleted.

The School will not store digital images any longer than for their immediate use.

Media Publications

If local or national media wish to follow up a news story where children's images might be made public, and parents/carers have already given their consent, the School will inform parents/carers of the event in advance and allow them to withdraw their child from the event if they so wish.

If local or national media wish to publish names alongside photographs of children, parents and carers will be informed. If they do not wish this to happen, then the School will not allow the individual to be photographed or filmed by the media concerned.

This Policy will be renewed every 3 years.



ST. BERNADETTE'S CATHOLIC PRIMARY SCHOOL

Parental Permission Form

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Child's Name		Year Group		Date	
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During your child's education at St. Bernadette's, we aim to develop and support their learning and emotional development by offering a range of experiences and challenges. To enable us to do this we are required to seek permission for specific practices and activities.

DESCRIPTION	CONSENT GIVEN	CONSENT NOT GIVEN
OFF-SITE LOCAL VISITS/LOCAL SPORTING EVENTS Do you give consent for your child to leave the School premises for the purpose of local visits within walking distance? Eg: Church, Local Schools etc. Staff/children ratios will be followed.		
DISPLAYS AROUND SCHOOL Do you give consent for your child to be photographed or videoed (individually or part of a group) to be used within School either as a display in the corridor, in class or as part of an assembly? (Only first names will be used if needed)		
CLASSROOM DISPLAYS Do you give consent for your child's targets, learning journey, birthday, to be displayed in their own classroom and for their work to be displayed? (Only first names will be used if needed)		
LEARNING JOURNEY/PORTFOLIO Do you give consent for your child to be photographed (individually or part of a group) to be used within their personal Learning Journey/Portfolio?		
LEARNING JOURNEY/PORTFOLIO OF OTHER CHILDREN Do you give consent for your child to be photographed (individually or part of a group) to be used within other children's Learning Journey/Portfolios? (No names will be used)		
CHURCH Do you give consent for your child to be photographed or videoed (individually or part of a group) to be used within the Church? (First names only)		
SCHOOL WEBSITE Do you give consent for your child to be photographed or videoed (individually or part of a group) to be used on the School Website? (Only first names will be used if needed)		
NEWSLETTER Do you give consent for your child to be photographed (individually or part of a group) to be used on our Newsletter? (First names only)		
FACEBOOK Do you give consent for your child to be photographed or videoed (individually or part of a group) to be used on our Facebook Page? (Only first names will be used if needed)		

DESCRIPTION	CONSENT GIVEN	CONSENT NOT GIVEN
CMATs SOCIAL MEDIA PLATFORMS Do you give consent for your child to be photographed or videoed (individually or part of a group) to be used on the MAT'S Social Media Platforms? (Only first names will be used if needed)		
LOCAL NEWSPAPER Do you give consent for your child to be photographed (individually or part of a group) to be used in the Local Newspaper? (You would be informed prior to this happening)		
SCHOOL MARKETING MATERIAL Do you give consent for your child to be photographed or videoed (individually or part of a group) to be used within any School marketing material? (Eg: Leaflets, posters, documents, videos etc.)		
SCHOOL PHOTOGRAPHER Do you give consent for your child to be photographed by the School Photographer (individually or part of a group)?		
FOOD TASTING Do you give permission for your child to taste certain items of food during appropriate lessons?		
FOOD TASTING - ALLERGIES/RELIGION/DIET My child can eat all types of food.		
FOOD TASTING - ALLERGIES/RELIGION/DIET My child SHOULD NOT be eating the following foods due to an allergy, religious beliefs, or diet (vegetarian) etc <i>(Please state all of the foods that they cannot eat in the box to the right.)</i>		
YEAR 6 CHILDREN ONLY - TRAVEL ON THEIR OWN TO/FROM SCHOOL Do you give permission for your child to travel to/from School on their own?		
YEAR 6 LEAVERS PHOTOGRAPHS AND KEEPSAKES Do you give consent for your child to be photographed by the School Photographer (individually or part of a group) to be used on keepsakes for parent/carers to purchase?		
PARENT/CARER CONTACT DETAILS SHARED WITH PRIMARY SITE Do you give permission for your contact details to be uploaded via Wonde to Primary Site to enable you to book parent's evening and to receive text and email messages?		
PARENT/CARER CONTACT DETAILS SHARED WITH SCHOOLCOMMS Do you give permission for your contact details to be registered with SchoolComms so that you are able to receive text and email messages and book clubs and trips?		
Signed _____ Parent/Carer Print Name _____		
<i>THIS PERMISSION SLIP WILL REMAIN VALID FOR THE WHOLE OF YOUR CHILD'S TIME AT ST. BERNADETTE'S CATHOLIC PRIMARY SCHOOL. IF YOU CHANGE YOUR MIND AT ANY TIME, YOU MUST LET US KNOW IN WRITING.</i>		