

The

Lloyd Williamson

Schools Foundation

Media

Policy:

Photographs / Videos

This policy applies to all aspects of the school, including out of hours provision (e.g. After School Club and clubs run by staff and outside providers).

Camera Use – school owned cameras only

No member of staff in any department of the school is allowed to take photographs or video footage with a mobile telephone, for any reason, when in charge of children on school premises, or during off-site school trips or activities (such as swimming, sports activities or other trips away from the school). Photographs may only be taken in line with the Camera Usage Policy.

Aims

Staff at LWSF and Early Years Departments/Nurseries aim to use photographs and school cameras for:

- Assessment, planning and recording
- Observation tools
- Information for visitors and parents
- Training purposes
- Language extension
- Teaching and learning resources

Use of Photographs

Photographs are used extensively throughout the Schools for a variety of purposes. Generally staff take photographs of the children throughout the year to capture a particular example of play or something that a child has achieved. In addition we use photographs for:

Photographs	Purpose
Displays of children's work	<i>A record of ideas and topic references for future use</i>
Examples of children's play	<i>As a part of an individual child's profile given to parents at the end of the year.</i>
Classroom areas	<i>To show the range of activities for visitors and parents</i>
School Prospectus and Parents Handbook	<i>To explain the work of the school to current and prospective parents and also visitors</i>
Special events and festivals	<i>As a record of the school year and for children and parents to look at and talk about</i>
Birthday display	<i>Used as a class resource for talking about birthdays, months of the year etc</i>
Photographic maps of the school and local environment	<i>A resource for topic work usually focused in on Knowledge and Understanding of the World</i>
From home in the All About Me topic	<i>To act as a link between home and school</i>
Children's own photographs	<i>Children take photographs at school on the digital camera, to gain experience in using technology</i>

Points to Consider

We are aware of the need for sensitivity when taking photographs and all adults should observe the following:

- The child does not object to having his/her photograph taken
- Photographs are used to show positive issues (e.g. a piece of work that the child has worked hard on or is pleased with, children/staff being co-operatively)
- Parents give permission for staff to take photographs and can object in writing to the Co-Principals
- We do not allow people outside of the school (other than recognised parents from the school) to take digital pictures or official photographers.

Where photographs, videos or even samples of children's work are to be displayed outside school we seek parental permission. Examples of this are the school website, newspaper reports, publicity or exhibitions of children's work.

Parents are made aware of our use of cameras, and the location of this policy on the website and have the opportunity to voice any concerns at any time.

Parents Photographing and Videoing Children at School

Parents may take photographs of school events subject to ordinary courtesies such as not obscuring the view of other audience members or distracting the children.

It is, however, important to note (and to advise parents if necessary) that photographs and video footage should not be published in print or digitally (e.g. on third party websites) without the approval of the parents of all the children featured in the photograph/video. This applies both to individuals and to schools. Addresses and/or any other personal information should never be published in association with photographs.

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Next Review: August 2025

Lucy Meyer
Principal