



HAWLEY PRIMARY SCHOOL

DIGITAL IMAGES IN SCHOOL

Further to information we received in respect of Digital Images and the new GDPR rules which came into practice in May 2018, I have now been able to clarify the situation for all Parents and Carers of children attending Hawley Primary School in order for you to still enjoy the opportunity to take photos for your important family albums.

We, of course, have a duty of care to safeguard all of our children. Everything possible will be done to ensure that the traditions we have always maintained over the years in this respect will continue. As such I have clarified that Parents are welcome to take photographs of their own children during assemblies, music, drama and sporting events, with the permission of the Headteacher. The Headteacher has the responsibility to decide if photography and videoing of school performances is permitted.

However, Parents must take care not to interfere with the smooth running of these events, breach commercial copyright laws or compromise health and safety. By following some simple guidelines we can proceed safely and with regard to the law.

Parents/Carers must ensure that:

- Any images taken are for personal use only. Where children other than their own are present within the photograph/recording such photos or videos must not be sold and must not be put on the web/internet. To do so would break Data Protection legislation.
- Recording or photographing other than for your own private use would require the consent of all the other parents whose children may be included in the images.
- Parents and Carers must follow guidance from staff as to when photography and videoing is permitted and where to stand in order to minimise disruption to the activity.
- For children and young people's safety, school staff will challenge anyone unknown to the school attending an event and who is taking photographs or videos. This also applies to anyone seen in the vicinity of the school taking images.
- They will respect the setting's decision to prohibit photography of individual children or a specific event.
- Remember that for images taken on mobiles phones the same rules apply as for other photos taken using cameras or other digital devices.

Use of Photos in School, on Display, Newsletters and the School Website

Our staff will ensure that:

- No photos will be displayed with a child's name.
- Images will be carefully scrutinised for their appropriate content before displaying.
- Only those children with photo permission will be displayed.
- Group photos will be displayed as appropriate.
- Photos of Parents will only be used with their prior permission

These guidelines are in place to ensure that images that we use in school are appropriate and all staff follow these guidelines in order to keep our children safe. Any queries about photos please contact the Headteacher.

Thank you for your continued support at our school events and I hope you can continue to enjoy gathering your memories of special occasions in this way.

Veronica Galpin - Headteacher

5.7.18