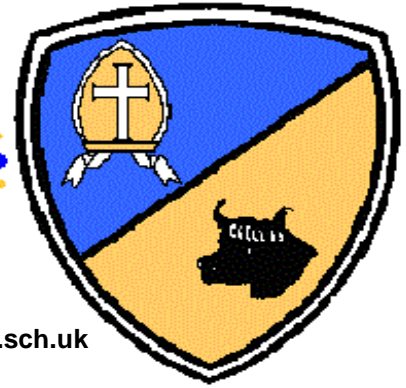


ST. LUKE'S CHURCH OF ENGLAND PRIMARY SCHOOL



Church Lane
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Headteacher Mr S Hardaker

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POLICY ON USE OF PHOTOGRAPHY AND FILMED IMAGES

Date of Policy: 2015

Review Date: 2018

1. Permission must be sought from the head teacher prior to any photographs or videos being taken on school premises, with the exclusion of the criteria explicit in point 4.
2. Members of the press will be accompanied at all times whilst on school premises.
3. A consent form will be issued to all parents of children currently on the school roll and thereafter when the child is admitted to the school.

The consent form requests parental permission for their child's photograph to be used for the following aspects:

Press photographs of school events.

Photographs and videos taken at community events.

Photographs for the school brochure, documentation and displays.

Photographs for the Church magazine

Photographs for the website.

Filmed images and photographs of school activities, concerts and church events.

When a photograph of a child is used for the school's website all names will be kept anonymous.

The school will keep a record of which pupils **do not** have consent granted in the class registers and the office.

4. Family members are permitted to take photographs or videos at performances or school events. Any parent/carer not wishing their child to be photographed /filmed must inform the school prior to the event.
5. The forename of a child may appear on a website picture caption if the picture is to illustrate a story about them or their achievements with specific parental permission.

6. Pupils have opportunities throughout the year to take part in community events. At such events the school cannot be responsible for any photographs or videos taken. As with school performances if a parent is concerned that their child may be photographed or filmed they should contact the school prior to the event so that their child can be withdrawn from the event.
7. No photographs or images will be taken of pupils in inappropriate clothing i.e. swimwear / underwear.
8. No images are to be taken in the toilets and changing rooms.
9. No camera phones are to be used by staff, visitors and contractors as cameras within the school.
10. Photographs and videos will only be used for their original purpose and then destroyed.
11. The school's policy on the use of cameras will be announced at events when appropriate.
12. Anyone wishing to clarify any aspect of the school's policy on photographs or filmed images should contact the head teacher.
13. Sharing of pupils images on social media websites is not permitted.

Dear Parents,

As your child starts school you will probably be aware that photographs are occasionally taken in school. These generally take the form of:

Press photographs of school events,

Photographs and videos at performances or school events,

Photographs for school documentation and displays,

Photographs for the Church magazine,

Photographs for the website,

Filmed images and photographs of school activities, concerts and church events.

To comply with guidance issued by the LA about using photographs and filmed images of people in school we would like to ask your permission for this to continue. It is important that the slip below is returned to school what ever your response.

The school will keep a record of which pupils **do not** have consent granted in the class registers and the office.

Yours sincerely,

Mr S Hardaker
Headteacher

I give permission for my child's photograph to be used for the following aspects:

Press photographs at school events,

Photographs and videos at performances or school events,

Photographs for school documentation and displays,

*Photographs for the website,

Filmed images and photographs of school activities, concerts and church events.

*Please note when a photograph of a child is used for the school's website all names will be kept anonymous.

Name of child: _____

Parent's signature: _____ Date: _____

