

POLICY ON THE PUBLICATION OF CHILDREN'S PHOTOS AND ARTWORK, AND OTHER SCHOOL MATERIAL

PURPOSE

This procedure aims to protect the privacy of individual children by having clear protocols about the use of photographs of children, or images of their artwork in school publicity.

PROCEDURES

1. A photograph of a child can only be used in school publicity if the parent or caregiver has agreed to this on the child's enrolment form
2. The school's Facebook page will not show pictures of children's faces
3. Artwork may be shown in newsletters but the scanned images /photographs will be of a size that they are unlikely to be used for commercial gain elsewhere
4. If there is a particular piece of publicity where there may be significant focus on one child then the permission of parents will be sought even where a general permission has been granted
5. The school keeps a list of students whose photographs should not be used by the main reception desk. It will also be noted on the student management system under custom categories – photo permission
6. Staff should not keep photos of children on their personal phones or cameras. These should be transferred to the server if they are to be used in the future.

EFFECTIVENESS REVIEW

This policy will be reviewed according to the Board's self review timetable.

All staff, members of the Board and the school community are informed of this policy and consulted with prior to any changes.

Signed..... Date.....

Chairperson

Date to be reviewed :