



POLICY ON THE USE OF IMAGES IN SCHOOL

This policy statement applies to all images of students and staff, however they might be produced.

Rationale

Use of Images

Images can be used for a variety of useful reasons including:

- information or identification e.g. student photographs on SIMS
- curriculum e.g. PE coaching, trips abroad, visits, coursework, displays, practical moderation for assessment purposes
- marketing and publicity e.g. prospectus, web site, Open Evening, newsletters, newspapers, displays

However, it is important to recognise that images can be misused so that personal privacy is reduced or threatened. In certain cases, misuse of images may be for criminal activity. It is important therefore that everyone follows the procedures and rules for image use, to ensure consistency and safety.

Taking Images

Methods include the traditional still camera, as well as digital, video/dvd, mobile phone cameras and watch cameras

- Any member of staff or student wishing to use equipment on the school premises, which takes images, must seek prior permission from the Headteacher or Deputy in his/her absence.
- Where permission is granted to the student, he/she must use the equipment under staff supervision and no image must be taken without prior consent of those involved.
- Where permission is granted and a member of staff intends to use equipment for the purpose of student images, a letter must be sent to parents informing them of the reasons and seeking their permission. The student must also give permission.
- Any image taken of a member of staff must have the prior consent of that member of staff



Sale
Grammar
School

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- Images must only be used for their intended purpose. Copies, scans, negatives, etc. must not be used or distributed for other purposes. Images must be kept in a secure place
- Each year a letter will be sent to year 7 parents giving them the opportunity to inform us if they do not wish to have images taken of their son /daughter

Reviewed Oct 2008