

Dear Parents/Carers

We are aware of the concerns surrounding the use of children's photographs, and recognise that parents want to know that school takes every precaution to guard against their possible misuse. We have worked hard to establish sound practices which acknowledge and address any areas of risk; this has been a 'common sense' approach, proactive not reactive.

We include the relevant extract from our school policy document for your information and request your permission to include your child's photograph in our school publications. (Our procedures with respect to photos taken by people other than school staff/for other purposes are included here too).

Headteacher and Governors
Lowe's Wong Junior School

Child protection

We will only use images of children in suitable dress. The Headteacher and Governing Body will decide if images of some activities – such as sports or arts – are suitable without presenting risk of potential misuse. 'Suitable dress' is deemed to be: school uniform, sports kit, fancy dress, appropriate to context.

Any evidence of the use of inappropriate images, or the misuse of images, will be reported to the school's child protection officer, Social Services and/or the police as appropriate.

Individual pupils will not be named in conjunction with their image and we will never use an image of a child who is subject to a relevant court order.

Websites

We will adopt the same principles as outlined above when publishing images on the Internet as we would for any other kind of publication or publicity material. However, the school recognises that there is no control over who may view images, and consequently there is a greater risk of misuse of images, via the Internet. We will therefore give specific consideration to the suitability of images for use on the school's website.

Images, and accompanying details, will only be used in line with government guidance as outlined on the Department for Education and Skills Superhighway Safety website (www.safety.ngfl.gov.uk/schools).

Webcams and mobile phones

Webcams and mobile phones can be used to take images without people's knowledge. The school's policy is to signpost areas in which webcams are being used so that people know the webcam is there before they enter that area.

Misuse of mobile phones that can take and transmit images will be regarded as a breach of school discipline and dealt with in accordance with our Child Protection statement. This applies to both visitors and staff.

Our pupils are not allowed mobile phones in school, nor webcams. In the event of a school webcam being used as part of curriculum studies, this will be under the supervision of a teacher who will take responsibility for its use.

External photographs and events

If the school invites or permits an external photographer to take photographs within school, we will:

- Provide a clear brief about what is considered appropriate in terms of content and behaviour
- Issue the photographer with identification which must be worn at all times
- Let children and parents know that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs
- Not allow unsupervised access to children or one-to-one photo sessions at events
(Supervised is understood to include within sight, albeit at a distance, from the supervisor)

Photographs taken by parents / carers

The same conditions will apply to filming or video recording of events:

Any images will be deemed 'suitable without presenting risk of potential misuse'.
Images of children at these events will be in 'suitable dress' as previously defined.

Photographs taken by journalists

These are exempt from the Data Protection Act as newspapers are subject to strict guidelines governing the press. However, wherever possible and practicable, we will secure parental permission before allowing journalists to take photographs of pupils. Where parents decline to have any photographs taken we will do our best to comply with this wish.

Photographs taken by pupils: Cameras may be taken on school trips/visits but those accompanying a residential trip will be given out each morning and collected in at the end of the day's activities

CHILD PHOTOGRAPH CONSENT FORM

Location of photograph: School premises

Possible intended use: School publications such as prospectus or newspaper/displays in and around school/website, or for identification of children with acute medical needs

To the Parent/Carer of:

Name of child:

Nottinghamshire County Council occasionally takes photographs of children in its schools for promotional purposes. We would like to use a photograph of your child for our publications or website.

To comply with the Data Protection Act 1998, we need your permission before we use any photographs we have taken. Please complete the declaration below and return it to the school office.

I give permission for my child's photograph to be used by the County Council:

For general use whilst child is at this school/possibly longer if used in prospectus.

I have read and understood the conditions of use attached to this form.

Name of child:	
Signed: Parent/Carer	Date: []/[]/[]

Please also complete additional form on reverse

In-house Photographs/Videos

School usage of photos:

Photos/videos for general school use (photo stories, assembly, class photo albums, record of sports days and trips, screen savers, putting on disc to sell to class after a school trip, PowerPoints for use in classroom and assemblies, school newspaper, etc.)

- On school website (not password protected)
- Online school learning environment - (password protected)
- Local newspaper – Bramley, Newark Advertiser
- Use in school prospectus
- Use in other schools – partner school

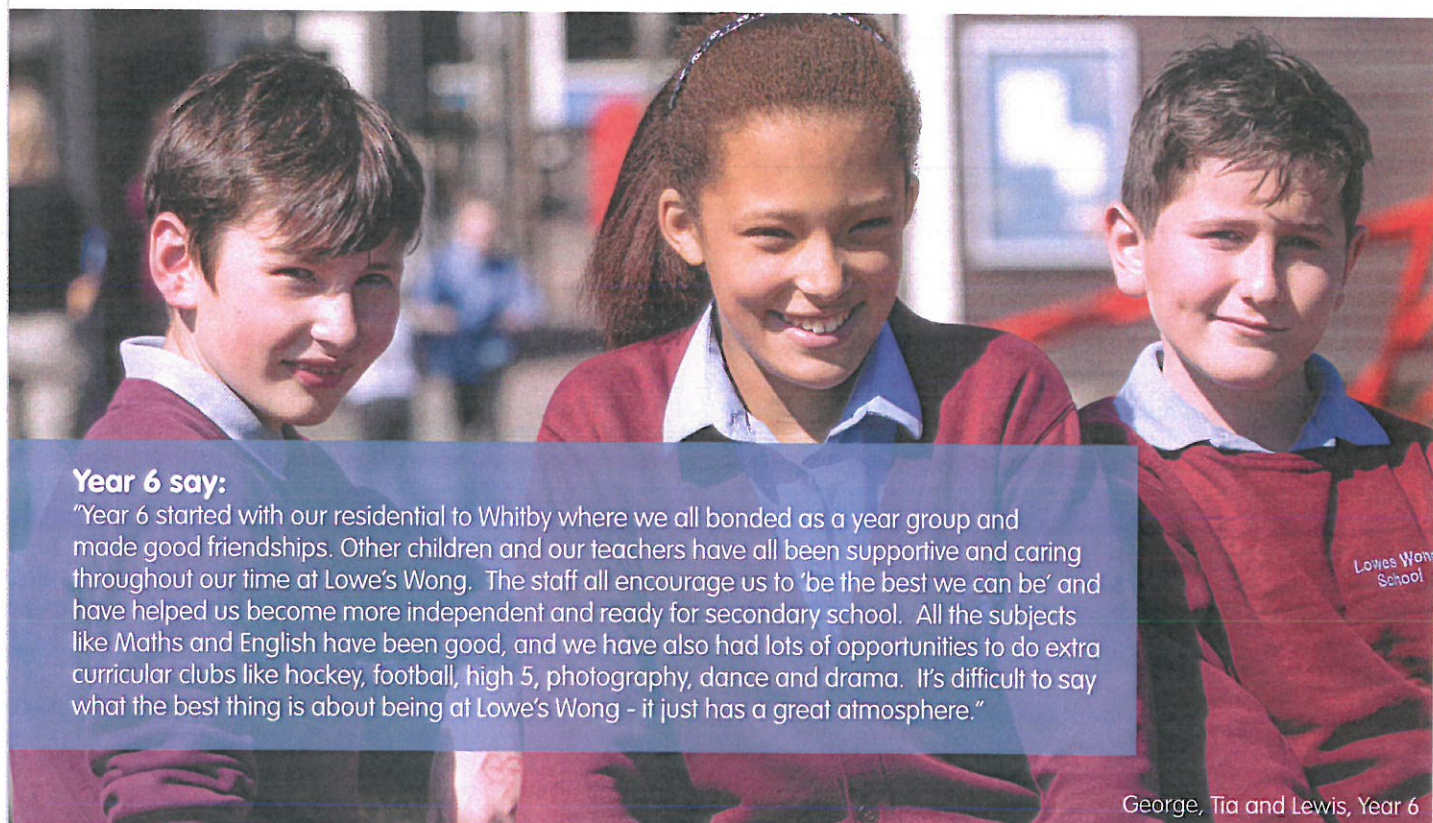
In all photos, videos, etc. children will be appropriately clothed, e.g. school uniform/P.E. kit/own clothes.

If you are happy for your child to be included in these, please sign below.

I have read and understood the conditions of use attached to this form.

Name of child:	
Address:	
Signed: Parent/Carer	Date: []/[]/[]

If you feel unable to give your overall permission, please return the form giving your reasons and we will try to accommodate these.



Year 6 say:

"Year 6 started with our residential to Whitby where we all bonded as a year group and made good friendships. Other children and our teachers have all been supportive and caring throughout our time at Lowe's Wong. The staff all encourage us to 'be the best we can be' and have helped us become more independent and ready for secondary school. All the subjects like Maths and English have been good, and we have also had lots of opportunities to do extra curricular clubs like hockey, football, high 5, photography, dance and drama. It's difficult to say what the best thing is about being at Lowe's Wong - it just has a great atmosphere."

George, Tia and Lewis, Year 6