



Emerson Valley School

Aiming High, Caring For All

EMERSON VALLEY SCHOOL

PHOTOGRAPHIC IMAGES AND

VIDEO POLICY



VERSION

Date	Author(s)	Notes on Revision/s
November 2018	Jenny Thompson	Policy Created
Policy Review: Annually		
Type of Governing Body Meeting: Full Governing Body Meeting		



1. INTRODUCTION

While images and video are an effective way of sharing, recording and evaluating children's work, progress and skills it is essential that this visual evidence is managed correctly. It is imperative that the staff at Emerson Valley follow the rules set by the Data Protection Act to keep themselves and the children safe.

2. IMAGES ON THE INTERNET

- Parental permission is needed to show any images or video of children on public sites such as the website.
- A confidential list of names and photographs must be kept to protect children and staff who do not wish to appear in the internet. This list should be kept up to date and referred to before any images are placed on the internet.
- No personal information or email address should be attached with the images or video.
- If an image is captioned, no personal details are included. Children will only be identified by their first name.
- Visitors to the website are asked not to distribute any images or cut and paste content without consent

3. IMAGES AND VIDEO USED BY STAFF.

- All images and video must be taken using school equipment
- Images should only be kept on computers and other devices for as long as they are needed within a school year.
- Once children leave a teachers care (when they move up a year) all stored images should be deleted.
- IT manager / IT co-ordinator will check the network periodically and delete any images or video of pupils who are no longer attending Emerson Valley.
- Some images can be kept for Further Teaching purposes but these must be stored in a place agreed by the Senior Leadership Team. These must also be accompanied by the child's name for easy identification and location.