



ROYTON HALL PRIMARY SCHOOL

Information about the use of images of children in school

Occasionally, we may take photographs of the children at our school. These photographs are used for display purposes, records of achievement or simply to celebrate special events. Similarly, we may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

We also have a school website and Facebook and Twitter feeds on which we post information about the school for parents and children. It will show examples of work produced by the children, details of events in school and sports matches for example and other information.

Additionally, we have a school photographer that comes into school and produces class photographs for parents to purchase.

In addition, occasionally the local media will be present in school to report on events.

You can be assured that school follows all the Government safety guidelines, when posting any photograph or information externally.

- We will not re-use any photographs or recordings after your child leaves this school.
- We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image on video, on our website, in our school prospectus or in other printed publications or media platforms.
- We will not include personal e-mail, postal addresses, telephone or fax numbers on video, on our website, in any printed publications or media platforms.
- If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption.
- If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
- We may include pictures of pupils and teachers that have been drawn by the pupils.
- We may use group or class photographs or footage with very general labels, such as "a science lesson" or making Christmas decorations".
- We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
- We may question anyone we do not recognise who is using a camera or video recorder at school events and productions.
- Please see the School's website for our Privacy Notices