

St. Mary's Hare Park School

Policy for Camera Use

Aims

We aim to use photographs and cameras at St. Mary's Hare Park Primary School and Nursery for:

- Assessment, planning and recording
- Observation tools
- Information for visitors and parents
- Training purposes
- Language extension
- Teaching and learning resources

Use of Photographs

Photographs are used for a variety of purposes. Generally staff take photographs of the children throughout the year to capture a particular example of play or something that a child has achieved. In addition, we use photographs for:

Photographs	Purpose
Displays of pupils' work	A record of ideas and topic references for future use
Examples of play	As a part of an individual child's profile given to parents at the end of the year.
Classroom areas	To show the range of activities to visitors and parents. For children to look at and discuss.
Special events and festivals	As a record of the school year and for children and parents to look at and talk about.
Photographs of the school, local and wider environment	A resource for topic work.
Children's own photographs	Children take photographs at school often on the digital camera, to gain experience in using technology.

Camcorders are also used in school for many of the above purposes, in particular, for observation of children's play to further our understanding or for assessment and planning tools.

Points to Consider

We are aware of the need for sensitivity when taking photographs and observe the following:

- The child does not object to having his/her photograph taken.
- Photographs are used to show positive issues (e.g. a piece of work that the child has worked hard on or is pleased with, children playing co operatively together.)
- We are inclusive so that gender, race and differing abilities are reflected in a balanced way.
- There may be cultural issues of which we need to be aware when taking photographs.

Parental permission is always sought prior to displaying photographs externally, for example in newspapers (see Publicity Policy).

Parents Photographing and Videoing Children at School

Parents may take photographs and videos of school events (see Publicity Policy) subject to ordinary courtesies, such as not obscuring the view of other audience members or distracting the children. Photographs and video footage taken by parents should not be published in print nor digitally (e.g, on a website) without the approval of the parents of all the children featured in the photograph/video. Names and addresses should *never* be published in association with photographs.

Mrs. K. Karwacinski
Headteacher

Date: 28 April 2008