



A Parents' Guide to Carnarvon's Photography, Filming and Images Policy

At Carnarvon Primary School, we love to celebrate your child's achievements and capture the wonderful moments of their school life through photos and videos. However, your child's safety and privacy are our top priorities.

This guide explains how we use images and how you can manage your consent, ensuring a safe and positive experience for everyone.

Your Consent Matters

- **When you join our school**, we will ask for your permission to use your child's image for different purposes, such as on classroom displays, our school website, in newsletters, on social media, or in the local press.
- We will ask you to **renew this consent regularly** to ensure it is up to date.
- **You are always in control**. You can change your mind and withdraw your consent at any time by simply writing to the school office. We keep a secure record of all consent choices, and our staff always check it before using any pictures.

How We Use Your Child's Images Safely

Our main goal is to protect children from any inappropriate use of their images. When we use photos or videos, we follow these strict rules:

- **Positive Images:** We only share images that show children taking part in positive, safe activities and dressed appropriately.
- **First Names Only:** We generally only use your child's first name alongside any images that are published externally or online, unless we have your specific permission to use their full name.
- **No Personal Details:** We will never publish personal details like addresses or contact information alongside a photo.
- **Secure Storage:** All digital images are stored securely on school servers or encrypted devices and are deleted when no longer needed. Staff are not allowed to keep images of pupils on their personal phones or computers.

Photos and Videos at School Events

We know you love capturing memories of your child at events like sports days and school plays.

- You are welcome to take photos and videos of **your own child** for personal use.
- **Please be mindful of other children**. To protect everyone's privacy, we ask that you do **not** post photos or videos on social media if they include other pupils, unless you have permission from their parents.
- The school may sometimes need to restrict photography at certain events if there are any safeguarding concerns.

Professional Photographers and the Media

- When we hire **professional photographers** for things like class photos, we ensure they have the necessary safety checks (like a DBS) and that they only use the images for the agreed purpose.
- If **the media** are invited to a school event, we will only allow them to photograph or film children whose parents have given consent for press coverage.

Any Questions or Concerns?

This policy is in place to protect your children while celebrating their journey at our school. It is overseen by the Headteacher and school governors and is reviewed every year.

If you have any concerns about how an image has been used or wish to request its removal, please contact the Headteacher or one of the school's Designated Safeguarding Leads (DSLs).