



Scoil Mhuire Policy for the Safe Use of Photographs and Videos.

Introduction

The policy applies to the use of photographs and videos in school publicity materials, on the school website and in the media:

Rationale

This policy was devised to comply with current Data Protection legislation and Child Protection guidelines and to ensure the safety of children and staff at all times.

Relationships to school's ethos

Scoil Mhuire wants our school to be a safe, stimulating environment where respect, fairness, equality and truth are promoted. This policy is based on respect for oneself and for others.

Aims

- To add interest to articles promoting school activities
- To help parent(s) / guardian(s) and the local community to identify and celebrate the school's achievements
- To increase pupil motivation and morale
- To promote a sense of community within the school
- To ensure that the right to privacy of the children, parent(s) / guardian(s) and staff is respected
- To ensure that all images are in keeping with Scoil Mhuire's Child Safeguarding Statement.

Guidelines for Taking Photographs / Videos

- There are 5 digital cameras in the school, distributed in the following manner.

Camera 1	Junior and Senior Infants
Camera 2	1 st + 2 nd classes and ASD class
Camera 3	3 rd + 4 th classes
Camera 4	5 th + 6 th classes
Camera 5	ASD classes
- Staff is permitted to take digital / video images on school equipment to support educational aims e.g. for classroom displays, projects etc.
- Staff must ensure that when taking images of the pupils, that the pupils are appropriately dressed and are not liable to be embarrassed.
- Staff must ensure that when taking images of the pupils that the pupils are not participating in activities that might bring the individual or Scoil Mhuire into disrepute.
- Pupils must not use, share or publish images of other pupils without the consent of the teacher.
- Personal camera phones cannot be used by staff or pupils to take images of pupils during school activities.

Guidelines for publishing photos on school website

- Scoil Mhuire will seek parental consent for the use of pupil images on the school website. This will be done each September.

- A class record of parental consent /non consent will be supplied to all class teachers in September of each year.
- Parents may withdraw consent at any time. This request must be made in writing.
- Images on the school website will, in the main, focus on group activities rather than photos of individual children.
- Personal details will not be used in association with the image (including the accompanying text).
- Where the full name of a child is used in a text published on the school website, a photograph of that child will not accompany the article.
- Where photographs are taken at any event attended by a large crowd eg at a sports day, open day, Christmas Fair etc. this is regarded as a public area so it is not necessary to get the permission of everyone in the crowd before publishing on the school website

Guidelines for Taking Photographs /Videos at School Events

Scoil Mhuire reserves the right to decide if it is to allow photographs or videos to be taken by those in attendance at school events such as concerts or ceremonies.

N.B Any images taken must be for private use only.

Data Protection legislation may be contravened if images taken at a school event are placed on the internet.

Guidelines for taking photographs at events hosted by a third party.

On occasion, an event involving pupils of Scoil Mhuire may be hosted by a third party e.g. Cumann na mBunscoil, Credit Union, An Taisce etc. It is the responsibility of the third party to decide if they wish to allow parents to take images at the event. The third party must explain to parents and staff how images are to be processed, the purpose for which they will be used and to get any necessary consent e.g. to publish images on the third party's website.

Guidelines for taking photographs on behalf of the school by commercial photographers.

- The school will inform parent(s) / guardian(s) that a commercial photographer will be in attendance in school or an event on a particular date.
- The school will inform parent(s) /guardian(s) of the purpose of taking the images and how they will be used.
- The school will ensure that the pupils are fully supervised while the commercial photographer is present.
- Commercial photographers will be required to comply with Data Protection legislation. The Photographer and any assistants will be Garda vetted.
- Board of Management permission will be sought for all visits by commercial photographers.

The Media

- The permission of the parent(s)/guardian(s) is sought each September for publication of photographs in newspapers
- Parents are informed that children's names generally accompany photos in newspapers.
- Press photographers must get the permission of the Principal before photographing pupils.
- Pupils will be supervised by a staff member when a press photographer is present

The use of photographs in newspapers is subject to strict guidelines under the Code of Practice of the Press Council of Ireland.

In cases where the school / parent(s) feels that the newspaper has used the photograph and / or name of the child inappropriately, they should contact the Press Complaints Commission.

Re-Use of Images

Data Protection legislation may be contravened if photographs or videos published on school publicity material and / or on the school website is republished for any purpose other than that for which they were intended without consent.

Timeframe for the Implementation of this Policy

This document was devised in September 2018 and will be presented to the Board of Management in September 2018.

Timeframe for Review

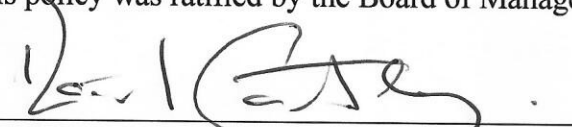
This policy will be reviewed every 2 years.


Communication

This policy will be published on the school's website www.scoilmhuireleixlip.net and will form part of Scoil Mhuire's Enrolment Information Pack. Copies will be available at any time on request.

Ratification

This policy was ratified by the Board of Management on 2/10/18 (Date)


Chairperson


Principal