



### How we use photographs of children in school.

#### Pictures for display

From time to time we may take photographs of children for display in the school building, or to record children's learning and work. These photographs may be displayed around the school, or displayed in school using equipment like digital projectors or LCD screens. These sorts of pictures are only seen by children, staff and visitors to the school.

#### Record keeping

From time to time members of staff may take photographs or make recordings of children at work in school as part of a child's records. This could be the case in any year group but tends to happen more often in the first few years of school. These photos are usually passed on to parents/carers at the end of the year as part of each child's work collection.

#### Computer records

We may keep a digital copy of your child's school portrait as part of the information we hold about your child electronically on the school's computer database. This is held for identification purposes within school - for example where children have serious food allergies we display a copy of their photograph alongside dietary information in the school kitchen. Information that we store electronically about your child is subject to the Data Protection Act, and you can get more detail about how we use this information from our website or from the office.

#### Web site

We like to include photographs of our pupils on our school website - which is open to the general public. We make sure that children shown on the website are appropriately clothed and they are not identified by name. If you do not want your child to be shown on the website please inform us. If you are ever unhappy with an image of your child on the website please tell us and we can remove it quickly.

#### The Learning Platform

The school's Learning Platform is a secure website that can only be accessed by pupils, teachers and parents & carers of our pupils. We are developing it for different year groups at a time over the coming year. We may use photographs of children on it in the same way as for the public site, but the Learning Platform will only be able to be seen by people given a password by the school.

#### Parents and carers taking photos or filming children in plays and school events.

Parents and carers are allowed to take pictures/videos of their own children for their own use, but you may not share or exchange pictures or film that includes other pupils without the express permission of all other parents - in practice this means that you may not put videos or pictures on file sharing websites if they feature children other than your own, or share them by e-mail, etc. Any one filming or taking pictures at a performance should take care not to get in the way of other people's view, or to distract the performers, and school staff reserve the right to ask anyone taking pictures to explain who they are, or if necessary to stop. This policy is intended to keep all children safe, whilst also allowing families to keep records of their children's time at school. Do contact us if you have any questions or concerns.

#### Working with newspapers or television companies

From time to time we may invite newspaper or television journalists to feature activities or work being carried out by children, in order to publicise and celebrate school activities. We will notify parents and carers if this is happening and give parents/carers the opportunity to say if they don't want their child included. Newspapers and television companies will generally want to publish the full names of children they feature.

#### Staff training and development

Teachers or other staff members may use photographs or recordings of children during staff training or when sharing good practice with other professionals, for example showing a group of teachers how children in our school have taken part in a particular project or activity. Any children shown would not be identified by name.

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'Children leave the school as confident, well rounded individuals' Ofsted 2009

[www.wood-farm.oxon.sch.uk](http://www.wood-farm.oxon.sch.uk)