

## Ferryhill Business & Enterprise College

### **THE SAFE USE OF CAMERAS (VIDEO, FILM AND DIGITAL) IN COLLEGE**

The use of photographs to record events and for display purposes at school is a well-established part of school life. Many parents have commented favourably on the display material produced by the school and the material produced by the school and the material used in documents such as the school brochure. Much of this material is obtained using the school's digital cameras. Indeed, students are encouraged and expected to be able to use digital cameras as part of the learning process. Governors also recognise that families like to record events in their children's school career, particularly at sports day or at Christmas productions so that the "highs and lows" can be shared with the wider family. The school has always taken the view that any photographic images generated by families at such events are for the sole use of the family concerned and that they are not for display, distribution or any other purpose outside the family.

The governing body wishes to make every effort to prevent any inappropriate use of photographic images of students or adults at Ferryhill Business & Enterprise College.

The following guidelines will apply at Ferryhill Business & Enterprise College.

- Close up pictures of individual students for use in school publications e.g. school brochure, will be avoided;
- Close up images of individual students on the school's web site will be avoided and other images will, as far as possible, be blurred;
- The consent of parents/guardians will wherever practical be sought before photographic images are taken by local newspapers;
- All parents will be asked to complete a proforma acknowledging that they are aware of the school's policy statement and agreeing that: -
  - a.) any images (photographic or video) that are taken by their family are for the sole purpose of the family and will not be used inappropriately;
  - b.) your child may be photographed during school activities, in line with the schools policies as set out above
- A copy of the proforma will be issued at the start of each academic year or when a student joins college at any other time on the reverse of the annual indemnity form
- The completed proforma will be retained by the school on file until the end of the school year.
- Where photographs or digital images are used in publications of any kind permission will be sought from parents/guardians.

FERRYHILL BUSINESS & ENTERPRISE COLLEGE

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STUDENT \_\_\_\_\_ ACADEMIC YEAR \_\_\_\_\_

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I agree that any images (photographic or video) that are taken by members of my family are for the sole purpose of my family and will not be used inappropriately.

I understand that my daughter/ son may be photographed during college activities and that those images may be used in college displays;

Where photographs or digital images are used in publications of any kind further permission will be sought from parents/guardians.

In addition students are expected to follow the same standards regarding any photography or use of images of other students, staff or other adults. They will be made aware of their responsibility and of the potential consequences, including exclusion, for inappropriate use of images.

Signed \_\_\_\_\_ (parent/guardian)

Date \_\_\_\_\_