



Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices:	Use of images	DATE:	September 2021
EIA CARRIED OUT BY:	Katherine Marks	EIA APPROVED BY:	Katherine Marks

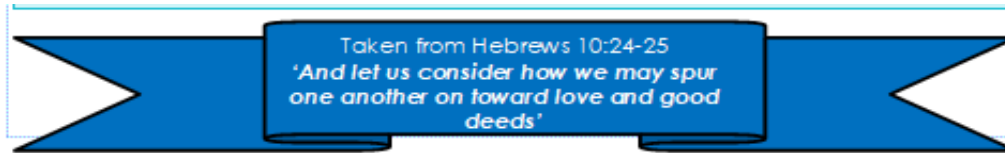
Groups that may be affected:

Are there concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for a positive impact
Age (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)		
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication)		
Gender reassignment (transsexual)		
Marriage and civil partnership		
Pregnancy and maternity		
Racial groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)		
Religion or belief (practices of worship, religious or cultural observance, including non-belief)		
Sex (male, female)		
Sexual orientation (gay, lesbian, bisexual; actual or perceived)		

Any adverse impacts are explored in a Full Impact Assessment

FRENCHAY C OF E PRIMARY SCHOOL

Believe, Belong, Become



Use of images policy

Aims and Objectives

At Frenchay School we will strive to protect the interests of individual children and to help them to develop in a natural, caring environment. We will endeavour to create an atmosphere of trust where the rights and needs of individuals are considered. In this sensitive area we will respect the wishes of parents/carers in the use of all photographic and media images, either of individuals or groups, whilst recognising the importance of images in fulfilling the school's vision 'Believe, Belong, Become'.

Procedures

Consent forms

Parents/carers will be asked to complete a general consent form. This will cover visual images for use in.....

- School records and administration.
- Class room assessment eg: photographs of children completing a maths activity for use as evidence of attainment.
- Photographs on display in and around the school.
- School publications eg: newsletters, the prospectus etc.
- Press photographs – either individual or group. (Which may include the child's name.)
- Images on the school website.
- Use of images on Facebook or other social media sites.

This form will also include a blanket 'opt out' option. We recognise that there are children who due to individual circumstances must have a greater level of protection and their parents/carers must feel confident that the school will co-operate fully with this.

It will also be possible for parents/carers to opt out of one category.

A further consent form may be issued to parents/carers for a particular, individual event if the need arises and the school feels that further parental consent is needed.

Children's names will not accompany images which appear in publications or on the school website.

Photography during school events such as celebration worship, concerts or sports days

At school events such as concerts and sports days it is natural for parents/carers to want to take images. For the safeguarding of children you should take photographs or video clips of your child **ONLY**. If you have any images or video that may include other children (even briefly) or any material containing the school name or logo, then these should be for your personal use only and not uploaded on social media (including class pages) even if steps have been taken to remove other children's faces from the images. Please respect the fact that other parents/carers may have legitimate reasons to protect the identity of their children whilst at school.

The school reserves the right to ask parents to remove these from social media if it is made aware of such postings.

Mobile phones

Children should only bring phones into school when absolutely necessary. They should be clearly marked with the child's name and left at the school office in the morning. They should not be left in children's bags in the cloakroom. In regards to after school clubs and events such as discos, again children are asked not to bring mobiles unless absolutely necessary. If they must carry a mobile, they must be handed in to a member of staff. If children are seen on the school premises with a mobile, staff will ask the child to hand it in. As many mobiles also take photographs this should prevent any unauthorised photography.

Head Teachers' role

The head teacher will monitor the implementation of this policy and make sure that parents/carers who have 'opted out' have their wishes respected. We are also aware that there are sometimes legal reasons why this needs to be kept in place. Good communication between the school and parents/carers will also be essential to maintain this policy effectively. The head teacher will refuse to allow images to be taken by journalists who arrive at the school without invitation. Any big issues which attract the attention of the media will always be dealt with in liaison with the LA Corporate Communications Department.

Parents'/carers' role

Parents/carers must let us know their wishes by returning the consent form. If the form is not returned then we will assume that consent has been given. If any particular needs change, the consent form may be amended at any time by calling in at the school.

Agreed by Governors:

Signed.....(Chair of Governors)

Review date: September 2024