



CUAN NA GAILLIMHE CNS - A STEINER EDUCATION



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PHOTOGRAPHY POLICY

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1 INTRODUCTORY STATEMENT AND RATIONALE

Schools need and welcome positive publicity. Children’s photographs add colour, life and interest to photographs of the school activities and initiatives. Making use of photographs in school publicity materials can increase pupil motivation and staff morale and help parents and the local community identify and celebrate the school’s achievements.

However, photographs must be used in a responsible way. Schools need to respect children’s and parents’ rights of privacy and be aware of potential child protection issues.

2 CHILD PROTECTION ISSUES

Risk can occur when individual pupils can be identified in photographs. Providing the name and the photograph of a pupil in a publication or on a website allows for the possibility of people outside the school identifying and then contacting pupils directly. Any concerns related to child protection issues should be reported immediately to the Principal.

3 APPROPRIATE USE OF IMAGES

Cuan na Gaillimhe CNS adopts the following guidelines when using the photographs of children in school publicity materials, including use of images/names on the school website, newsletters, and displays:

1. Staff will not identify children by name in photographs displayed. The school's digital cameras must not leave the school setting (unless on an educational visit, outdoor school activity)
2. Staff/interns will not use their personal phones to take photos. They will only use school camera.
3. **Until school cameras are purchased for each class**, the phones of teaching staff may be used to take photos/videos on the strict understanding that all images/recordings are removed from teacher's phones at the end of each week.
4. Interns can be asked to take photos. **Until the school cameras have been purchased for each class**, or if the school camera is unavailable, they can use the teacher's phone, if the teacher is happy for them to do so. They cannot use their own phone. The only exception is if they need to take a photo for their portfolio as part of their university requirements. In that case it will be with the specific permission of the class teacher. They may also take a class group photo at the end of their internship with their own phone but they are to be reminded by the class teacher that they cannot post this online and/or name individual children in the photo.
5. We do not use photographs of children participating in swimming events.
6. We never use the image of a child who is known to be the subject of a court order.
7. On some occasions, e.g. a child/children participating in an event, or a photograph of 'Junior Infants', the local/national newspaper may wish to publish a photograph with the accompanying children's names. By signing the consent form below, you as parents or guardians are giving the school permission to name your child for this purpose.
8. Staff must ensure that press are made aware of the School Policy and that the Photographer complies with the School Policy.
9. Providing parental consent is secured, there is no breach of the Data Protection Act in simply passing on a child's name to a journalist. If the school / parents are concerned that a newspaper has used the photograph and name of a child inappropriately, they should contact the Press Complaints Commission.

WEBSITES – When using photographs on websites, the school follows the same rules as other publicity materials. We do not name individual children and identify them in photographs. We focus on activity rather than close up of children in website photos.

10. Pupils must not be approached or photographed while at school without the permission of the school authorities.

11. Family & Public school events:

- Parents/Guardians or other spectators may want to photograph or video at an event such as a family event open to the public. This is a valuable part of school life and can be very rewarding for both the family and school.
- However the school reserves the right to ask parents / visitors not to take photographs of children / use videoing equipment if it disrupts an event or the school feels the images may be used inappropriately.
- Parents are asked to respect the views of others. All recordings and photographs by staff and parent/carers must always be in full view of all attending. Often photographs may contain other children in the background.

12. **Volunteering.** Parents or volunteers may, with the permission/request of the school, accompany children on school outings. On all outings only the school camera/teacher's phone will be used to minimise disruption and maximise supervision.

13. Parents or visitors must not post photographs or video containing other children on social media websites.

14. Staff must not post photographs or video containing school children on any personal social media websites.

15. Any Visitors may only use their phones outside the school gates building and should be challenged if seen using a camera inappropriately or photographing children.

4 IMPLEMENTATION & REVIEW

This policy will be communicated to staff and the school community as appropriate and will be subjected to regular review. In accordance with the systematic cycle of review of policies adopted in Cuan na Gaillimhe NS, it will be reviewed initially after one year and then every two years, unless there is a compelling reason to review it earlier.

This policy was reviewed by the Board of Management of Cuan na Gaillimhe CNS on the 27th of April 2020.

Chairperson of the Board of Management



To be reviewed: December 2022

5 PARENTAL PHOTO CONSENT FORM

Cuan na Gaillimhe CNS respects the right of parents / guardians to withhold consent from their child's/ children's photographs being used in school publicity materials. Having read the School Policy on the use of Children's Photographs, please complete and return to school the attached form to indicate whether or not you wish your child's / children's photographs to be used in the way described in this Policy.

Please read, sign and return to School

Use of Children's Photographs at Cuan na Gaillimhe CNS

Name of Child(ren) _____

Circle preferred option for each of the 3 consents:

I have read and understood Cuan na Gaillimhe CNS School's Policy Statement on the use of photographs in school:

I do / do not give my permission for my child to appear in photographs used for school publicity (including the school website). I understand that my child's name **will not** appear with their photograph.

I do / do not give permission for my child to appear in photographs taken to publicise the school by the local press. I understand that my child's name **will not** appear with their photograph.

I do / do not give permission for my child to appear in photographs taken to publicise the school by the local press. I understand that my child's name **WILL** appear with their photograph.

Signed: _____

(Parent / Guardian) _____

Date: _____