

# Monaghan Model School Policy on Photography

Like all schools Monaghan Model School needs and welcomes positive publicity. Photographs of children 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. We are aware of the need to respect the right to privacy of children and parents and of potential child protection issues. This policy was drawn up in consultation with staff members, parents and members of the Board of Management to protect the rights of parents and pupils and to help promote a positive profile for our school in the local community and beyond.

## 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 and to minimise this risk only first names will be used on website unless prior consent is received from parents.

The School has a Child Safeguarding Policy and parents, children and other adults who are aware of any abuse/inappropriate contact with children that may be connected with publicity material should report this immediately to the Principal as Designated Liaison Person or Deputy Principal as the deputy DLP.

## APPROPRIATE USE OF IMAGES

Monaghan Model School adopts the following guidelines when using the photography of children in school publicity materials, including use of images / names on the school website, newsletters & displays:

1. Teachers may only include first name of pupils in photographs displayed in school or on school website. Generally no names will be attached to pictures. Occasionally if deemed appropriate the full name may be included with prior parental consent. Our Parental Permission Form also includes consent to upload video clips to school website and pupil participation in online digital communication (e.g. Skype/ Facetime) with another school under the supervision of class teacher.
2. Only photographs of children appropriately dressed are used. We do not use photographs of children participating in swimming events.
3. We never use the image of a child who is known to be the subject of a court order.
4. Providing parental consent is secured, there is no breach of the Data Protection Act 2018 in simply passing on a child's name to a journalist for printed publication. 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.

5. **WEBSITE** - When using photographs on school website, the school follows the same rules as for other publicity materials. Parental permission will be sought and individual children will not be identified unless specific parental consent is given.

6. **PARENTS FILMING / TAKING PHOTOGRAPHS** Parents or other spectators may want to photograph or video at an event such as sports day or the performance of a service or an assembly. This is a valuable part of school life and can be very rewarding for both the family and school. 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 and not upload pictures of any child/children apart from their own to any social media platform as this would be considered a serious breach of the Data Protection Act 2018**

8. **PARENTAL CONSENT** - Monaghan Model School respects the right of parents / guardians to withhold consent from their child's / children's photographs being used in school publicity materials. A Parental Permission Form will be completed for each pupil and retained in the Pupil's File for the duration of their time in school. Parents may request a new form at any stage if they wish to amend/change consent for any of the options listed on the form. This new form will replace the original one in child's file.

9. Where a **commercial photographer** is used, the school will adhere to the following principles:

Photographer's Privacy Statement Policy & Garda vetting certificate will be secured by the school.

Schools will let parents and children know that a photographer will be in attendance at an event and ensure they consent to both the taking of individual and class group photographs.

All photographs will be taken in a public place.

10. Teachers are provided with a school camera to take pictures of school activities and these are stored securely in school. Pupils are not permitted to use mobile phones in school or on school related activities.

11. Parents' Association members are aware of school Data Protection Policy & Photography Policy and will check with school personnel before uploading any pictures of events to school website.

12. Occasionally during a school tour or outing to outside venue (eg Museum, Library, Garage Theatre etc.) we are asked if a group photograph can be taken by the hosts for use on their own website or for publishing in printed form in newspaper or newsletter. Parental consent for this is also sought on each pupil's Parental Permission Form.

**Parental Consent Form:** The Board of Management of Monaghan Model School will seek the consent of parents / guardians regarding the use of photographs of children. The Parental Permission Form has been attached as an appendix to this policy.

This policy was ratified by the Board of Management on 25<sup>th</sup> March 2019. It will be reviewed again in 2021 or before that if deemed useful or necessary.

Signature of Chairperson: Ian Berry      Date: 25<sup>th</sup> March 2019