



Working with the Media/Internet Policy

As a school we often celebrate our successes through the local media or on our website. This often means that we are requested to allow members of the press to take photographs of children / groups of children to accompany the articles in the local press.

As a school we have no objection to the press reporting on activities that take place in school but we acknowledge that there must be parental permission for such pictures to be permitted. The need for permission also extends to the publication of pupil names in the local press.

As a strict rule we will not publish a pupil's full name or photograph on our website. A piece of work may be attributed to 'Tom' (no surname) etc.

We recognise that parents, carers and family members will wish to record events such as plays, sports days etc. to celebrate their child's achievements. The School is happy to allow this, at the discretion of the Headteacher on the understanding that such images/recordings are used for purely personal family use. Images containing children **other than their own** should not be put on the internet for any reason, without first seeking permission from the other child's parents/carers.

In order to ascertain parental views we will ask the parents to complete Appendix 1 at the start of each academic year. This clearly states that such photography and the associated use of pupil names will only be used by the school if permission is granted. If the form is not returned it will be assumed that the parent is refusing consent. A master list will be kept in the office.

In the case of divorce both parents will be consulted where possible.

Where a child is in care the permission must come from Social Services.

If a child's circumstances change during the year permission will be sought from those with parental responsibility.

Please complete the attached form and return it to the school office