



S I N G L E T O N

CHURCH OF ENGLAND PRIMARY SCHOOL

Parental guide / Policy to Internet Safety

Respecting and caring for the school community



Using social media, images and videos safely and responsibly

As a school, parents and carers, we all enjoy treasuring images of our pupils, family and friends, particularly during seasonal events within the school community. At our school we very much want to be able to continue to celebrate our children's successes, achievements and experiences via photographs and video.

Our school understands that social media has become part of everyday lives and during the past few years, it has become very popular to share images of both family and friends using networks such as Facebook, Snap Chat and YouTube.

We recognize that social media is a large part of our children's lives and we feel very strongly that we can't pretend it does not exist. We know that a very important part of our role in school is to educate our children to use all aspects of social media safely. This will involve educating the children on how to keep safe on line and the potential risks involved in using social Media.

However, we still do ask that you please be mindful that in schools and educational settings, we all have a responsibility to protect and safeguard children and staff, including those who do not want to have images shared online.

In response to this, we have put together our guidelines for safeguarding our community, which we advise you read and follow.

On line images and video content

As a school we feel our role is to be as **fair** as possible to the whole school community in terms of our stance on taking photographs and videos in school. Throughout the year you are invited into school to watch all kinds of events for example:-

- Nativities
- Assemblies
- Sports day
- Prize giving afternoons
- Open afternoons
- Pantomimes
- Musical performances
- Singletons Got Talent
- Christmas Carol Service

We are more than happy for parents to take photos or videos as we realize that these snap shots of your child in school make treasured memories. However, there may be occasions where you are given specific opportunities to take photographs rather than throughout the whole production.

If there are parents that **do not** want their children to appear in photographs or videos we respect their decision and the Chair of the Safeguarding / Health & Safety Committee will meet with them individually to look at how we can develop a **workable solution** looking at how we can effectively manage some of the photo / video opportunities and potentially draw up a risk assessment with them.

We follow the guidelines from Lancashire County Council Legal department who do not condone banning the taking of photographs and videos in school – but advocate working with parents to come up with workable solutions.

It is very important that you realize that there are occasions where the management of photographs **cannot** be effectively managed by school for example – sports day, school BBQ, external sporting events where many schools are taking place, school trips where members of the public may take photographs and inadvertently your child may appear in the background etc.

But, we do ask that as outlined in this document that you are mindful of others and if you do take a photograph where a child that is not your own appears in it - you seek permission off the other parents before posting on social media etc.

The reason we have taken this view is because of the following:

- Not only does an image or video stay online forever, but content can also be copied and shared to a wider audience.
- There could be some children who are at risk and must not have their image put on line. Please bear in mind that not all members of the school community will know who the children at risk are. (Nor should they!)
- There may be some people who do not want their images on line for personal or religious reasons.
- In some cases, children and staff may have a complex family background, which means that image sharing online can result in unforeseen consequences.

Our advice is to please think before you post images online and ensure that children other than your own cannot be visibly identified.

Further information on the use of images and video can be found from the following sources:

→ Get Safe on line

www.getsafeonline.org

→ Information Commissioner's office

www.ico.org.uk

→ Think you Know

bit.ly/Thinkuknow-home

Facebook

As a school we have a Facebook account – which is linked to our school website.

The role of our Facebook account is to:-

- Communicate informally and quickly with parents
- Share learning experiences with parents and carers
- Strengthen the connection between your home and our classroom
- Share news and information
- Share photos, videos and blogs of events
- Share the opportunities that we offer in school more widely
- Inform, engage and communicate with parents, carers and other interested parties.
- Recognise, celebrate and promote the work of the school and its students.
- Communicate and reinforce school policies and good practice.

Postings will include updates on school life, activities, clubs, events, useful information and websites, advice, suggestions, books and photos of activities.

Posts and Comments

The Head Teacher / Governing Body will decide on and authorise administrators that will be responsible for updating the page on a regular basis. The administrators will communicate in a positive, accurate, respectful and responsible manner. They will uphold and promote the vision, mission statement and values of the school at all times.

- Children will not be named or described on the page or in comments on the page. This is due to data protection and the legal responsibility we have to keep the children safe.
- If followers have any specific concerns, particularly related to their own or other child/children, we ask them to speak directly to the Office Manager/Class teacher. In more serious cases the Head teacher / Governing Body
- All parents and carers are also welcome to like and share postings and write appropriate comments

Photographs and videos

Parents are asked to fill in a photo consent form when their children start school and this consent lasts for the whole time that the children are in our school. Parents have the right at any time to amend the consent form. This can be done via the school office. Without this consent photographs of your child will not appear on the Facebook page.

Administration

The Governing body as part of their monitoring will regularly check the administration of the Facebook page and have set clear guidelines to all staff as follows:-

- Only authorised administrators have permission to upload photographs and videos on to the page. This is because they are aware of the parental permissions held by the school.
- No-one else is permitted to post any photographs or videos on to the page. The setting allowing people to **post or tag photos will be turned off.**
- No children will be tagged or named in relation to a photo directly on the page. However, there may be links to the school website or to third party articles (e.g. Blackpool Evening Gazette) where children may be photographed and/or named.

Site moderation

- The page will be moderated regularly by administrators that are authorised and by the Office Manager.
- It will be checked monthly by the SHE committee (governing body)
- All visitors to the page are asked to inform the Head Teacher / Governing Body or the school Office Manager of any concerns they have relating to the page.
- The page profanity filter will be set to 'strong'.
- We encourage parents and carers to post regularly on the page **by liking** posts or making positive comments

Restrictions

- The page is designed as a communication tool to engage with parents and carers. It is therefore restricted to people over 18 years of age.
- Where a parent is under 18 years old, permission will be granted at the discretion of the Head Teacher / Governing body.
- The Head Teacher / Governing body also has the discretion to remove or ban any followers that are known to be under 18 years old.

Appendix 1

PHOTOGRAPHIC / VIDEO CONSENT FORM

Please read the following information and return the attached form to school

We regularly take photographs/videos of children at our school. These may be used in our school prospectus, in other printed publications, in our school newsletter, on our school website / on our school Facebook, or in school displays. We also work closely with other local schools and other Lancashire County Council services. Our children participate in inter school competitions/tournaments etc. and attend workshops at local high schools. Quite often at these events photographs are taken by the other schools and by the people running the tournaments for display purposes.

It is also important to note that our school newsletter is **uploaded** on the school website each month and that the school Facebook feed is visible on the school website. The implications of not allowing your child to appear on the school website therefore will mean that photographs of your child will **not** appear on the school newsletter or the Facebook page.

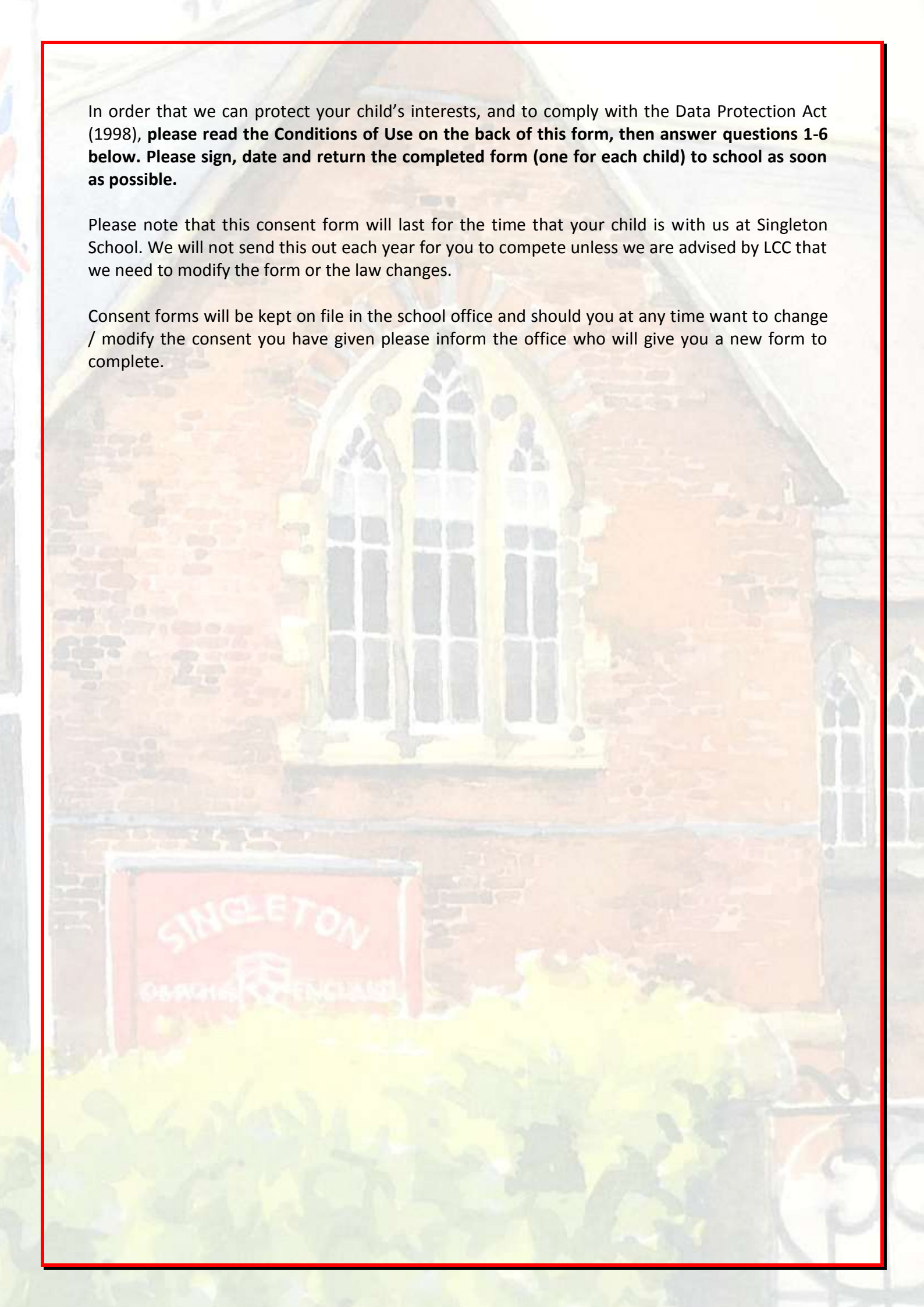
Occasionally, our school may be visited by the media who will take photographs/videos of an event or to celebrate a particular achievement. These may then appear in local or national newspapers, websites or on televised news programmes.

Our Governing Body reviews annually the policy regarding when parents can take photographs / videos at school events (sporting events, productions, assemblies etc.) of their children. This is reviewed on an annual basis to take into account the response from **new** parents to the school as to whether they give permission for their child to be photographed as part of a group within a school event by other parents.

If the majority of parents agree to allow photographs and videos to take place then these will be allowed at school events. If some parents don't agree to photographs / videos – then we try to establish workable solutions – for example photograph opportunities. We follow the guidelines from Lancashire County Council Legal department who do not condone banning the taking of photographs and videos in school – but advocate working with parents to come up with workable solutions.

However, with all photos/videos – we ask that you **do not** upload any photograph containing any other child than your own onto a social media site without permission from that parent. Singleton C of E School will take no responsibility for this action. **We will update you on the way forward once we have received all of the returns.**

If there are parents that **do not** want their children to appear in photographs or videos we respect their decision and the Chair of the Safeguarding / Health & Safety Committee will meet with them individually to look at how we can develop a **workable solution** looking at how we can effectively manage some of the photo / video opportunities and potentially draw up a risk assessment with them



In order that we can protect your child's interests, and to comply with the Data Protection Act (1998), **please read the Conditions of Use on the back of this form, then answer questions 1-6 below. Please sign, date and return the completed form (one for each child) to school as soon as possible.**

Please note that this consent form will last for the time that your child is with us at Singleton School. We will not send this out each year for you to complete unless we are advised by LCC that we need to modify the form or the law changes.

Consent forms will be kept on file in the school office and should you at any time want to change / modify the consent you have given please inform the office who will give you a new form to complete.

PARENT CONSENT FORM

This part to be returned to school

Name of Child / Children	Year Group

General Information about the internal use of photographs within our school

Please note as a school we take photographs as evidence of learning and these will be **used in school** in the classroom within the children's books and on school displays As part of the process of recording learning outcomes we also video the children for assessment purposes and for use within school assemblies. **In signing this form, you are agreeing to this.**

Other areas where specific consent is required

(Please Circle)

1. Do you give permission for your child's photograph to be used **in** school publications – this includes:- school newsletter, school brochure, parent handbooks the school website and Facebook page

Yes / No

2. Do you give permission for other agencies (e.g. other schools / local paper/ Lancashire County Council) linked with the school to take/ use photographs of your child as part of an event / publication? **Please note this includes the Gazette photo at the beginning of Foundation Stage where all the new starters across the region appear in a special edition- if you say no to this your child will not appear in this.**

Yes / No

3. Do you give permission for other agencies (e.g. other schools / local paper) linked with the school to take/ use videos of your child?

Yes / No

4. Do you give permission for your child to be photographed/ videoed by other parents during school events such as assemblies, Nativity, Pantomime, Sports day, Open days etc.?

Yes / No

I have read and understand the conditions of use attached to this form. I understand that I have to ask permission from other parents if their child is on a photograph taken at school, before uploading it onto a social Media Site.

PARENT/CARER'S SIGNATURE	
NAME (PRINT)	
DATE:	

Conditions of Use

1. This form is valid for the time your child is at Singleton School- unless there are changes in law or updates from LCC that require school to modify the content of the form or unless you want to modify the form.
2. Parents or carers may withdraw permission, **in writing, at any time**. Consent must also be given in writing and will be kept on record by the school.
3. The school will not re-use any photographs or videos after your child leaves this school without further consent being sought. However, posts will remain on the Facebook timelines but no additional posts of your child will be added.
4. The school will not use the personal contact details or full names (which means first name **and** surname) of any pupil or adult in a photographic image, or video, on our website / Facebook page or in any of our printed publications.
5. If we use photographs of individual pupils, we will not use the name of that pupil in any accompanying text or caption.
6. The school will not include personal e-mail or postal address or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
7. If we use the full name of a pupil in the text, we will not use a photograph of that pupil to accompany the article.
8. We will only use images of pupils who are suitably dressed.
9. We may include pictures of pupils and teachers that have been drawn by pupils. We may use group or class photographs or footage with very general labels such as a Science lesson.
10. Parents should note that websites can be viewed throughout the world and not just in the United Kingdom, where UK law applies.
11. This form will be completed when a child joins. This form is valid for the time your child is at Singleton School- unless there are changes in law or updates from LCC that require school to modify the content of the form or unless you want to modify the form. It remains valid for one year after they leave, to enable us to publicise the work of final year pupils. The consent will automatically expire after this time.
12. The school **cannot be** responsible for parents/ guardians/ relatives at all events. They may take photographs **unknowingly** which include other children. These photographs may appear subsequently on social media sites etc. In these circumstances school will not be liable.