

Balmerino Primary School and Nursery Class Photograph Policy:

Please read this before completing your general permissions/data check this term:

If you give permission for us to take photos, videos of your child in school and for them to take part in two way video calls, this how the images will be taken and used:

- Only school staff will only take photos on school devices with the images being stored securely.
- The Tempest School photographer will take photos.
- Photos taken at school will be displayed on the walls and printed versions of group shots might get sent home.
- We will only share photos electronically with other families in the school: photos are only shared through Seesaw and only parents of the school have access to Seesaw.
- Any person on a two way video call with children will either be a visitor checked in the same way as an in-person visitor or will be a parent of the school. In any event of children being on a two way video calls call there will also be at least one member of school staff on the call.

We never:

- Allow third parties to take photos – e.g. on a trip the staff at the venue will not take photos.
- Share photos on social media or our publicly accessible webpage nor do we allow third parties to do so.
- Identify a child in a press photo or share a photo with the press without contacting you in advance to seek your view.
- Have children on a video call without a member of school staff present.
- Force a child to have their photo taken if they don't want to.

Two way video calls are only used to support the curriculum e.g. by the class having a video call with an author as a cheaper alternative to having a face to face author visit or, in the event of a prolonged school closure and a need for children to work from home, the teacher might host a two way video call to keep in touch with their class.

We ask parents not to take photos at any school events though we cannot guarantee that they won't. If your child participates in a school event, their photo may be taken by another parent though we hope all parents do follow the school guidance. We also ask that parents do not download any photos shared with them by school or share links or photos beyond their immediate family.

If you are happy with the above, please tick YES beside photos on the general permissions form and data check.

If you tick NO on the form, your child's photo will not be taken in school under any circumstance. You should be aware that another parent may take a photo at a school event without the knowledge of the school. If this means that you do not wish your child to participate in certain events then you should contact me directly at lucy.jess@fife.gov.uk to opt them out.

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