



Scoil Mhuire, Moylagh  
May 2022

## PHOTOGRAPH POLICY

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.

## 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.

The School has a Child Safeguarding Statement 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 or Designated Liaison Person.

## APPROPRIATE USE OF IMAGES.

Scoil Mhuire adopts the following guidelines when using the photographs of children.

### Photographs and Children's Names:

Teachers will not identify children by full name in photographs displayed, in particular when they are provided for publication.

What constitutes publication:-

- School in-house Displays:- Child's first name put with picture. Photographs taken of school activities (school work, sports activities, extra-curricular activities, Christmas play etc.) will be taken on school camera and retained for use in Students Year Book.
- Sacrament classes:- parents will be asked to sign off on art work/ photographs on display in church showing name of child.

- Websites / Newspapers:- On some occasions, e.g. a child winning a competition or team playing in a tournament, or a photograph of 'Junior Infants', the local/national newspaper may wish to publish a photograph with the accompanying childrens' names. By signing the "Parental Permission Form" you as parents or Guardians are giving the school permission to name your child.

If parents have refused permission for their child to be photographed, it may result in that child's face being blurred, when group/team photos are on show. Your child's name may appear randomly under the photo, but they will not be individually identified.

Staff must ensure that press are made aware of the School Policy and that the Photographer complies with the School Policy.

Only photographs of children appropriately dressed are used. This normally means school uniform. Care is taken when using photographs of children participating in sports activities. We do not use photographs of children participating in swimming events.

We never use the image of a child who is known to be the subject of a court order.

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.

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

**Children photographing each other:** (see mobile phone policy). Children are not allowed to bring phones to school and so should not have the opportunity to photograph other children while at school.

**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.

If uploading a picture of your child at a school event onto social media (e.g. Facebook), please ensure that there are no other school children in the picture.

Photos of Children/Staff who have left the school may be used after they have left, in particular in respect of historical records of past school events.

**PARENTAL CONSENT** - Scoil Mhuire 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. It is the parent's responsibility to inform the school if they wish to amend their original decision.

Signed: Maíon Hood

Date: 10/05/22

Chairperson, Board of Management

Signed: Muiréim McCole

Date: 10/5/22

Principal/Secretary, Board of Management