



Cheam Park Farm Infants School



Information and Guidance on the Use of Media

At Cheam Park Farm Infants we do all we can to keep your children safe, and protect their privacy as far as we can. You will be aware that the School always asks permission before allowing photographs of children that may be used by the media or downloaded onto the school website (see LA Child Media Policy and Use of Photograph Letter).

School Use of Media

Photographs and digital recordings taken by school staff are used within the curriculum. In the Foundation Stage, adults take and use photographs of the children in their 'Learning Journeys' as evidence of their development. Often children may be present in a photograph which is placed in another child's 'learning journey', this cannot be avoided, but children will never be named in another children's evidence folder. 'Learning Journeys' are kept in school as evidence until the end of the Foundation Stage and are then sent home. Also, children will often use photographs of themselves and their peers in their independent work.

In Key Stage 1, photographs are taken for use in sharing assemblies, to highlight significant events such as themed weeks and school trips and to reinforce selected pieces of work. Similar protocol follows as for the Foundation Stage.

The schools Managed Learning Environment (MLE) is an online learning platform that supports teaching and learning and can be accessed via the internet at home or at school. All children are given their own individual user name and password which means only children and their parents attending the school can access the site. Photographs or digital recordings of children will be downloaded on to the MLE so children can share their work and experience of school with their parents/carers.

All the photographs taken by the school staff are stored on the schools secure network and will be deleted when a child leaves the Infants School.

Photography and Filming Of Children at School

The Governors have also considered wider aspects of visual records, such as the filming of school productions. They considered the feasibility of making an "official" school DVD for purchase by parents in lieu of the informal photos or recordings they take themselves. However, the cost would be a burden to parents, and the record would be an impersonal one. The School has no control over the use of films or photographs taken by parents at such events as Christmas or school-leaving shows and cannot take any responsibility for inappropriate use. In an age of palm-held recording cameras, photo phones and social networking, it is impossible to ban filming or photography, nor would we wish to prevent you from making your own record of your children's participation in such school activities.

Therefore, we would ask parents who wish to do so to bear in mind the following points for the protection of all children at the school:

- Please focus on your own child/children in close-up shots and try to limit images of other children to distance only
- Try to limit distribution of photographs/videos/DVDs to your immediate family – the cuter the photograph, the more appeal it has, and the wider the distribution, the more risk there is of it appearing on an inappropriate web-site

If you provide a costume for your child in a school production, please consider that it is possible that he or she could be caught on camera during a school show, and that people other than those directly connected with the school may see it.

Children should always have the correct P.E. kit in school including shorts and t. shirts which can be worn when necessary.

Your co-operation and consideration will help us to continue to keep your children safe while at school.