



Kingsway Infant School

School guide for safe and responsible use of images

Respecting and caring for the school community



Using images safely and responsibly

As parents and carers, we all enjoy treasuring images of our family and friends, particularly during seasonal events within the school community.

Our school understands that social media has become part of our 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 and YouTube.

However, can 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 their images shared online.

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

Online images and video content – advice from

Kingsway Infant School

We are happy for parents and carers to take photos and video of a school production for personal use, but request that these images are not distributed or put online. This is to protect all members of the school community.

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

- not only does an image or a 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 online. Please bear in mind that not all members of the school community will know who the children at risk are
- there may be some people who do not want their images online 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 visually identified.

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

- ➔ **Get Safe Online**
www.getsafeonline.org
- ➔ **Information Commissioner's Office**
www.ico.org.uk
- ➔ **Think U Know**
bit.ly/Thinkuknow-home