Luston and Shobdon Community Primary Schools Federation

including Luston Nursery

Use of Photographs and Digital Media Policy

Last reviewed	**24 Sep 2026**
Renewal due	**Sep 2027**

Aim

We aim to use photographs and digital devices at Luston and Shobdon Community Primary Schools for:

- Assessment, planning and recording
- Observation tools
- Information for visitors and parents
- Training purposes
- Language extension
- Teaching and Learning resources and activities

Use of Photographs and Images in school

We are aware of the need for sensitivity when taking photographs and observe the following:

- We use photographs to celebrate pupil achievement and to record key events that happen in and out of school. It is an effective way for parents to view pupil work and share in their success.
- Parents are made aware of this policy through the school prospectus, school website and regular newsletter updates.
- The child does not object to having his / her photograph taken
- Photographs are used to show positive issues

- We are inclusive so that gender, race, special educational needs, and differing abilities are reflected in a balanced way
- There may be cultural issues of which we need to be aware when taking photographs of children from different ethnic minority groups
- Students, visiting professionals or researchers who need to take photographs as part of their work, are made aware of the need for confidentiality and that children will not be named or identified in any other way.

Use of Photographs

Within the Federation, photographs are used extensively and for a variety of purposes. Generally, children and staff take photographs and video recordings of children throughout the year to capture a particular example of something that a child has achieved and to celebrate new learning.

In addition, we also use photographs and video recording for:

Federation Website	Showcase children's achievements and talents.
Social Media	Facebook to promote current events and celebrate achievement in school (see Social media use in school policy for full details)
Seesaw	Online learning platforms to share individual achievements directly with parents
Displays of children's work	A record of ideas and topic references for future use.
Classroom areas	To show the range of activities experienced for visitors and parents
Class albums/portfolio	For children to look at and talk about
Federation Policy folders	To explain the work of the school to parents and visitors.
Special events and festivals	As a record of the school year and for children and parents to look at and talk about
Children's own photographs	Children take photographs at school often on an IPad to gain experience in using technology and evidence their learning
School Newsletter/Federation communications	To highlight pupils' achievement and report it to the school community.

Parental Permissions - Photographs and videos The

Federation use of digital images for promotional and celebration reasons will always be with full parental consent.

Only certain platforms used by the school will use images of children and where possible, these will not be accompanied by names or other information about a child.

Parents are asked to fill in a permission form for the school to use their child's photograph on school publicity materials and social media platforms.

Teachers MUST pay due diligence to children who do not have permission and ensure that their facial images are not included in posts.

Use of Images on Social Media

Platform	**Facebook**	**Seesaw**	**Federation Website** www.lustonshobdonfederation.org.uk
Admin	EHT HofSs Admin Team	Teaching and support staff	Admin team EHT
Audience	Local Community School Family	Parents and Carers	National Audience Prospective Parents Ofsted Local Schools
Rational	**School promotion and publicity/teaching and learning** • Publicity of open days and community events • Notice of school events • Reminders to parents • Access to other local forums eg village website • E-safety messages for children in use of social media in context • Sharing learning experiences, trips, visits and activities at a	**Home-School Communication Tool** • Praise and reward • School communication-messages, letters, notices etc. • Photographs of children directly to parents • Images of children's work directly to parents • Update parents on class information and reminders	**Information Platform and Federation Promotion** • Schools promotion • Schools contact • Details • Dairy dates • Legal requirements of statutory information and policies • Federation publicity

	class-based level • Sharing pupil and school achievements		
Content	• Messages • Video Footage of children • Photographs of children Photographs of children's work	• School newsletters and documents converted to PDF	• Statutory Content • Calendar Dates • Professional Photographs of children • School photographs to publicise events in school.

Parents Photographing and Videoing Children at School

Parents may take photographs or video at school events for personal use only in school managed photographic situations.

However, we must always be mindful of the need to safeguard the welfare of children in our and other schools who may have issues of child protection. If situations arise where images may be used to identify children under Child Protection Orders, we ask parents to respect any requests to refrain from photography / videoing certain events and situations when child protection issues may be compromised. Those not respecting this request will be asked to leave the event.

Parents must ensure that photographs / videos of other children do not appear on any social networking sites.