



Policy on Taking Photographs and Recording

Rationale

Ballygiblin National School values the role of photographs and recordings in celebrating pupils' learning, achievements, and participation in school life. Positive publicity strengthens links with the wider community, increases motivation, and showcases the work of pupils and staff.

This policy sets out how the school uses images responsibly while balancing the rights of pupils and parents.

Scope

This policy applies to:

- Photographs and recordings taken by staff, invited professionals, or parents/guardians
 - Images used in:
 - Classroom displays
 - School newsletters
 - The school website
 - The school's official Facebook page
 - Occasional use by newspapers, radio, or other media
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Purposes of Photographs and Recordings

Images and recordings may be used for:

1. Documenting and celebrating school activities and special events
 2. Sharing news and achievements with parents and the wider community
 3. Supporting learning, assessment, and reflective practice
 4. Promoting the school in print and online
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Parental Consent

- Consent for photographing and recording pupils is requested when a child is enrolled in Junior Infants.
 - Consent remains in place throughout a child's time in the school unless it is withdrawn in writing by the parent/guardian.
 - Parents who wish to change or withdraw consent at any time must inform the school principal in writing.
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Responsibilities Where Consent is Withheld

- When parents withhold consent, the school will make reasonable efforts to exclude the child from photographs and recordings.
 - Staff will prioritise teaching, supervision, and care of pupils and cannot guarantee that a child will be excluded from every image or recording.
 - Where appropriate, older children are expected to be aware of their parents' decision and to avoid participating in photographs or recordings.
 - The school respectfully asks parents to explain their decision to their child to help them understand.
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Appropriate Use of Images

- Images will only be used for the purposes outlined above.
 - Children will be shown in suitable dress (normally their school uniform).
 - When publishing photographs, only children's first names will be included.
 - Care will be taken to ensure no image could be used inappropriately.
 - Press photographers will be informed of the school's policy and expected to comply.
 - Pupils must not be photographed or approached by external parties without the school's prior permission.
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Use by Parents and Visitors

- Parents and invited guests may take photographs and short recordings at school events such as sports days or concerts.
 - The school reserves the right to restrict or prohibit photography and recording if it is disruptive or if there is a concern about how images might be used.
 - An external videographer may be engaged for certain events (e.g., Christmas performances), and parents are asked to respect the arrangements in place.
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Storage and Data Protection

- Images will be stored securely and used in line with the school's Data Protection Policy.
 - Any concerns about the misuse of images should be reported immediately to the Principal or Deputy Principal.
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Media Publications

- Where images are shared with local or national media, only first names will be used.
 - No contact information for pupils will be provided.
 - Any use of images by external agencies must comply with this policy.
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Limitations of School Responsibility

- While every effort will be made to respect parents' wishes regarding image use, the school cannot accept liability for accidental inclusion in photographs or recordings when reasonable care has been taken.
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Review

This policy will be reviewed every three years or sooner if required by legislation or guidance.

Signatures

	
<i>John O'Brien</i>	<i>David Hyland</i>
<i>Chairperson BOM</i>	<i>Principal</i>
<i>Date:</i>	<i>Date:</i>