



BALLYORAN PRIMARY SCHOOL

Use of Images Policy

Reviewed June 2025

The creation of a safe learning environment is of paramount importance at Ballyoran Primary School.

Our Pastoral Care and Safeguarding Policy and Procedures are in place to ensure that we are able to do this.

Within school it is sometimes necessary to take photographs or videos of pupils for educational purposes. To ensure the safety of every pupil, the following procedures will be strictly adhered to:

1. Parents/guardians will be asked annually to give consent for photographs, reels and videos to be taken of their children for school purposes eg Website, See Saw, Facebook. This is parental choice and if no consent is received then the pupils in question will not have photographs/videos taken of them.
2. When photographs are used for Public Relations purposes, first names only will appear with photographs. The only exception to this will be the local press who insist on printing full names.
3. Photographs/videos/reels will only be taken using the school ipads or the school mobile.
4. When taking photographs the school is mindful of the way pupils may appear in them, and will not include images which are in any way inappropriate.
5. From time to time pupils will attend events out of school and third parties may wish to take and use photographs for PR purposes.
6. We understand that parents often want to record special moments in their child's life by taking photographs or videos eg a Christmas Performance. As a school, we try to take a common sense approach to this rather than banning all photography/video recording as many other schools have done. There are however parents who do not wish their child/children's image to appear on any website and we must ensure we do everything within our power to respect the choice that they have made. While we are currently happy to allow photography, we would like to remind everyone of a few key points:
 - Photographs should be for personal use and should not be shared online. This is especially important to remember as sharing photos on social media has become an everyday activity for many people.
 - When taking photographs/video recordings, please be considerate of the other parents around you; try not to block the view of others who wish to enjoy the event uninterrupted.
 - Photography/video recording should be concentrated on your own child; while others may appear in the background, their image should not be the main focus.

If a parent/guardian has any concerns in relation to these issues they should contact the school immediately.