



## **Witchampton CE VA First School**

### **Use of Photographs or Movie Files on the School Website**

Our School operates the following policy for the school website regarding the use of photographs or movie files, to ensure the privacy and safety of pupils at our school:

1. Where pupils are named, only their first names are given.
2. Where a pupil is named, no photograph of that pupil is displayed.
3. Where a photograph is used which shows a pupil, no name is displayed.

By observing these points, the school ensures that visitors to the website cannot link images of pupils to names of pupils. When choosing photographs for the website, the school is mindful of the way pupils may appear in them, and will not include images which are in any way inappropriate, such as close-up portrait shots of individual pupils.

The school follows a policy of seeking parents' permission before using images which show pupils on the website.

No other private information about pupils is ever published on the website such as surnames or contact details.

January 2011