



## VIRGIN MARY GIRL'S NATIONAL SCHOOL

# School Photo Policy

### **Purpose**

This policy outlines how photographs and video recordings of pupils are taken, stored, and used at Virgin Mary Girls' National School, to ensure the protection, privacy, and safety of all pupils.

---

### **1. General Principles**

- The school values photographs and recordings as a way of celebrating achievements, documenting events, and communicating with parents.
  - The school is committed to safeguarding pupils by ensuring all photo use is appropriate and complies with data protection legislation.
- 

### **2. Consent**

- Consent is requested from parents/guardians upon enrolment in VMGNS and is recorded on Aladdin in permissions.
  - Parents may withdraw consent at any time by notifying the school in writing.
  - If consent is not given, no images of the child will be used in any public forum.
- 

### **3. Use of Photographs**

Photographs and videos may be used for the following purposes:

- Display within the school building (e.g., noticeboards, classrooms).
- School publications (e.g., newsletters, graduation videos).
- School website and official social media accounts.

Photographs will **not** be used for any other purpose without prior permission.

---

### **4. Taking Photographs at School Events**

- Staff may take photographs/videos for educational and celebratory purposes.



- Parents/guardians are welcome to take photographs at public school events (e.g., plays, sports days) but are asked to use them for **personal/family use only** and not to post images of other children on social media without consent.
- 

## 5. Storage and Security

- Digital images are stored and shared securely on school cloud storage.
  - Images are retained only as long as necessary and then deleted safely
  - See Appendix A
- 

## 6. Safeguarding

- No names of pupils will be published alongside photographs on public platforms.
  - **Staff are not permitted to use personal devices for photographing pupils.**
- 

### Review

This policy will be reviewed by the Board of Management to ensure it remains compliant with data protection and safeguarding requirements.

### Roles and Responsibilities in Implementing our Policy:

Virgin Mary Girl's School will review our School Photo Policy every five years.

The Board of Management will review this policy every five years.

Signed: Teresa Hogan(Chairperson)

Signed: Oisín O'Donovan (Principal)

Date: 5/11/2025



## How to on storing photos

### Appendix A

Photos will be transferred off school cameras to school computer and check that all children in photos have consented for them to be used and Delete no consented photos. Please rename pictures using Rename so as not to conflict with other pictures on website. Oisín will provide training if unsure.

Photos will be transferred off school computer to relevant folder on the school sharepoint.

[vmgns.sharepoint.com](http://vmgns.sharepoint.com)

This folder -> **School Photos** can be found on the homepage on the left hand side of the page. This folder can also be synced to school computer/laptop.

Please drop photos in appropriate year and class folder. Sub folders can be created to help with management. Please delete any bad quality/irrelevant photos. The SD of camera should be wiped at the end of the school year or if it is full.

Photos can be transferred using USB cable supplied or with SD card reader.

School Cameras use AA batteries please ensure you have enough battery power.

#### Equipment

Class	Camera Serial Number
Jl	M0631168132
Sl	M0631094195
1st	M0631094290
2nd	M0631092527
3rd	M0631094726
4th	M0631092580
5th	



6th	M0631092697
RR	M0631092655
SET	M0631092699
SNA	M0631092685

We have the above Kodak digital cameras and also a school camcorder.