

ST GEORGE'S CHURCH OF ENGLAND FOUNDATION SCHOOL

"Every moment, every day, every individual counts"



IMAGE USE POLICY

Date Reviewed: ***September 2020***

Date for Review: ***September 2021***

Governors Monitoring Group: Safeguarding

SLT Responsible: Head of School (Primary)

Review Period: Annually

"For the body does not consist of one member but of many" 1 Corinthians 12:14

HOPE

FORGIVENESS

COMPASSION

FRIENDSHIP

WISDOM

IMAGE USE POLICY

OFFICIAL USE OF IMAGES/VIDEOS OF PUPILS BY ST GEORGE'S C OF E FOUNDATION SCHOOL:

All images taken by St George's C of E Foundation School will be used in a manner respectful of the eight Data Protection Principles. This means that images will be:

- *fairly and lawfully processed*
- *processed for limited, specifically stated purposes only*
- *used in a way that is adequate, relevant and not excessive*
- *accurate and up to date*
- *kept on file for no longer than is necessary*
- *processed in line with an individual's legal rights*
- *kept securely*
- *adequately protected if transferred to other countries*
- The Head of School (Primary) (with strategic responsibility for Safeguarding) is responsible for ensuring the acceptable, safe use and storage of all camera technology and images within St George's C of E Foundation School. This includes the management, implementation, monitoring and review of St George's C of E Foundation School Image Use Policy.
- Permission from parents will be obtained before images/videos of children are electronically published by the School, on entry to the school.
- Written consent from parents will be kept by St George's C of E Foundation School where pupil images are used for publicity purposes (such as brochures or publications), until the image is no longer in use.
- Parental permission will be sought once a pupil starts at the school and will remain in place until the pupil leaves the school at 18.
- A record of all consent details will be kept securely on file. Should permission be withdrawn by parent at any time, then all relevant images will be removed and disposed of and the record will be updated accordingly.
- Images will not be kept for longer than is to be considered necessary. The Head of School (Primary) (with strategic responsibility for Safeguarding) will *ensure that all photographs are permanently wiped from memory cards*, computer hard and portable drives or other relevant devices once the images will no longer be of use.
- The Head of School (Primary) (with strategic responsibility for Safeguarding) reserves the right to view any images taken and/or to withdraw or modify a member of staffs' authorisation to take or make images at any time.

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- Images or videos that include pupils will be selected carefully when used online and will not provide material that could be reused.
- Pupils full names will not be used on the website in association with photographs.
- St George's C of E Foundation School will not include any personal addresses, emails, telephone numbers, fax numbers on video, on the website, in a prospectus or in other printed publications.
- St George's C of E Foundation School will only use images of pupils who are suitably dressed.
- Pupil's work will only be published with their permission or their parent's consent.
- Staff will receive information regarding the safe and appropriate use of images as part of their safeguarding training and responsibilities.
- All members of staff (including volunteers) will ensure that all images are available for scrutiny and will be able to justify any images in their possession.
- Only official setting owned equipment (e.g. work provided digital or video cameras) will be used by staff to capture images of pupils for official purposes. Use of personal cameras/mobile phones/digital devices by staff is prohibited at all times.
- No apps, websites or third party companies are to be used to share, host or access children's images St George's C of E Foundation School will ensure that images are held in accordance with the Data Protection Act and suitable Safeguarding requirements (if necessary) are in place.
- Careful consideration is given before involving vulnerable pupils when taking photos or recordings, who may be unable to question why or how activities are taking place.
- St George's C of E Foundation School will discuss the use of images with pupils in an age appropriate way.
- Images will not be taken of any pupil against their wishes. A pupil's right not to be photographed is to be respected.
- Photography is not permitted in sensitive areas such as changing room, toilets, swimming areas etc.
- Photographs will be disposed of should they no longer be required. They will be deleted, wiped or shredded as appropriate. Copies will not be taken of any images without relevant authority and consent from the Head of School (Primary) and the parent.
- Photographs will be used to gather evidence of children's work, particularly at Primary age, these will be held on secure staff ipads, which are all password protected.

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USE OF PHOTOS/VIDEOS BY PARENTS:

- Parents are permitted to take photographs or DVD footage of events for private use only.
- Parents are only permitted to take or make recording within designated areas of St George's C of E Foundation School. Photography is not permitted in sensitive areas such as changing room, toilets, swimming areas, medical room etc.
- The opportunity for parents to take photographs and make videos can be revoked by the school on health and safety grounds.
- Parents who are using photographic equipment must be mindful of others when making and taking images.
- The right to withdraw consent will be maintained and any photography or filming on site will be open to scrutiny at any time.
- Parents may contact the school Head of School (Primary) to discuss any concerns regarding the use of images.

USE OF PHOTOS/VIDEOS BY PUPILS:

- During a normal school day pupils are not permitted to use digital devices to take photographs of themselves or other pupils.
- All staff will be made aware of the acceptable use rules regarding pupil's use of school cameras and digital devices and will ensure that children are appropriately supervised when taking images for official or curriculum use.
- Members of staff will role model positive behaviour to the pupil by encouraging them to ask permission before they take any photos of other pupils using school devices.
- Photos taken by pupils for official use will only be taken with parental consent and will be processed in accordance with the Data Protection Act 1998.
- Parents will be made aware that pupils will be taking photos/videos of other pupils and will be informed how these images will be managed by St George's C of E Foundation School, e.g. will be for internal use by the school only (not shared online or via any website or social media tool).
- Photos taken by pupils for official use will be carefully controlled by the school and will be checked carefully by the Assistant Headteacher.
- Still and video cameras provided for use by pupils and the images themselves will not be removed from the school.

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USE OF IMAGES OF PUPILS BY THE MEDIA:

- Where a press photographer is to be invited to celebrate an event, every effort will be made to ensure that the newspaper's (or other relevant media) requirements can be met. A written agreement will be sought between parents and the press which will request that a pre-agreed and accepted amount of personal information (e.g. first names only) can be published along with images and videos.
- The identity of any press representative will be verified and access will only be permitted where the event is planned, and where press are to be specifically invited to attend. No authorisation will be given to unscheduled visits by the press under any circumstances.
- Every effort will be made to ensure the press abide by any specific guidelines should they be requested. No responsibility or liability however can be claimed for situations beyond reasonable control, and where the setting is to be considered to have acted in good faith

USE OF PROFESSIONAL PHOTOGRAPHERS:

- Professional photographers who are engaged to record any events will be prepared to work according to the terms of the School Online Safety Policy and Image Use Policy.
- Parental permission will be sought for all pupils to have external pictures taken.
- Photographers will sign an agreement which ensures compliance with the Data Protection Act and that images will only be used for a specific purpose, subject to parental consent.
- Photographers will not have unsupervised access to pupils.

USE OF CLOSED-CIRCUIT TELEVISION (CCTV):

- All areas which are covered by CCTV will be well signposted, and notifications are displayed so that individuals are advised before entering such vicinity.
- Recordings will be retained for a limited time period only and for no longer than their intended purpose. This will generally be a maximum of 30 days. All recordings are to be erased before disposal.
- Regular auditing of any stored images will be undertaken by the Head of School (Primary) (with strategic responsibility for Safeguarding) as designated by the management team.
- If cameras record activities taking place on the premises which are of a criminal nature or give any cause for concern, then information will be referred to the appropriate agency.
- CCTV cameras will be appropriately placed within the setting.

PARENTAL CONSENT:

- Parents of all pupils will be asked to sign a consent form for use of images on entry to the school.

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