

Torfield and Saxon Mount Academy Trust



Federation Policy for the use of Images of Children

June 2020

Next review date: June 2023

Federation of Torfield School and SAXON MOUNT SCHOOL

Policy for the Use of Images of Children

The school is mindful of the need to safeguard the welfare of children in the school, and issues of child protection, data protection and parental consent will be given careful thought. Images can be used to harm children, for example as a preliminary to 'grooming' or by displaying them inappropriately on the Internet. This policy will apply to all forms of publications; print, film, video, DVD, on websites, social media and in the professional media, and applies to any type of device that is capable of taking an image.

The school has developed this guidance to help the following:

- To ensure that images are only used for the purpose intended
- To ensure that the school use of photographs is facilitated
- To ensure that personal family photography is allowed where appropriate and relevant to the educational activity and with parental agreement
- To ensure that individual rights are respected and that child protection and safe guarding are ensured
- To ensure that parents and older pupils, where appropriate are given the opportunity to decline permission for the school to publically use film or photographs taken (The school reserves the right to use photographs and film within school, for its own purposes).
- To ensure that the inappropriate use, adaptation or copying of images and uploading them to the internet for purposes not originally intended or resulting in a risk to pupil safety is prohibited,
- Images taken by the media computers, tablets, mobile phones
- Images taken by children photographing one another:
- Images taken by professional photographers
- Webcams
- CCTV

1. Images taken by staff for school use:

Working with children and young people may involve the taking or recording of images. Any such work should take place with due regard to the law and the need to safeguard the privacy, dignity, safety and well being of students.

Careful consideration should be given as to how activities involving the taking of images are organised and undertaken. Care should be taken to ensure that all parties understand the implications of the image being taken especially if it is to be used for any publicity purposes or published in the media, or on the Internet. Adults need to remain sensitive to any children who appear uncomfortable, for whatever reason, and should recognise the potential for such activities to raise concerns or lead to misunderstandings.

Photography by staff in school, during school activities, on school trips and visits may be used in the curriculum or to support assessment and planning and may be displayed within the school or at parents' evenings to illustrate the work of the school.

Photographs are 'personal data' as far as data protection legislation is concerned and must be used responsibly

The school will keep a register of parents who have agreed for their children's photographs to appear in school publicity and on the website. This will be updated annually as part of the data checking process.

It is not appropriate or permitted for adults to take photographs of children for their personal use.

Where the school has no record of receiving such parental consent, it should be deemed that consent has not been given.

The school will only take and use images that are appropriate and are considered to not be open to misuse.

This policy covers:

- Images taken by staff for school use
- Images taken by parents, legal guardians or family members.

If an image of a child is used, the child's full name will not usually be published. If a name is published, no image will be used without specific consent.

Pupils will be made aware of why their picture is being taken and how it will be used.

Pupils will be given the option to not have their image used if they are the sole focus of the picture.

Images will be kept securely in the staff area of the school network. No unauthorised access will be given to these images.

2. Images taken by parents, legal guardians or family members:

Where practical, arrangements should allow photographs to be taken by parents and other guests attending school events such as at the Christmas Fair taking account of the following guidance. Photography must not, be allowed to upset a performance or smooth running of an event or affect the health and safety of pupils and others. The school should decide in advance of the event if photography is allowed or not.

Commercial copyright in a dramatic performance or musical will normally exclude any audio or video recording by the public (i.e. other than the Academy Trust or the school for internal purposes) and in that event parents and their guests must be informed that the infringement of copyright is strictly forbidden. The school will decide if the event is one at which photography and videoing will be permitted.

If general shots are to take place such as at a school event, visitors will be warned in the invitation and other publicity or at the introduction to the event, so that general consent is implied by attendance.

Only images of children suitably dressed will be allowed, to reduce the risk of images being used inappropriately. Special consideration will be given to photographs taken during PE (including sports day) and swimming.

Photography and video filming will be limited to designated areas.

The school reserves the right to ask persons to leave the school site in the event of a breach of policy during an event.

Use of cameras, mobile phones, tablets and other equipment will be monitored.

3. Images taken by the media:

It is recognized that press coverage can be an important means of publicity for a school, and is generally welcomed by parents. However there is still a need to protect pupils from potential risk. The same conditions apply to press coverage as to official school use. Any photographs taken by the press will always be under the control of a senior member of staff.

Before any image can be used publicly, the school must check the record system to see if parental consent has been given for photographs to be used

If a group image is taken the school will decided how the pupils are identified. It may decide to simply allow the press to identify them as “a group of year X pupils”

4. Images taken by children photographing one another:

It is acknowledged that pupils taking photographs can be a useful tool for learning. However, there is a risk that photographs taken by pupils of one another could be used inappropriately, for example for bullying or use on social networking websites, especially when the photos are taken using a mobile phone. For this reason pupils are not permitted to use mobile phones in school. If it is found that cameras or camera phones have been misused, the school will follow its usual disciplinary procedures.

Staff will supervise and maintain control over any photographing pupils do during on-school or off-site activities.

Pupils must not take photographs without the subject's consent and against their wishes;

Pupils must not infringe another pupil's privacy in any way.

Pupils must not take photographs in a situation which humiliates, embarrasses, or makes fun of others;

On no account will photographs be taken in changing rooms, toilets or other areas of privacy.

5 Images taken by professional photographers

Occasionally the school uses a reputable commercial photographer to take portrait photographs which are used within the School system. These photographs are also sold to parents.

Parents will be given contact details of the agency used so that they can decide to purchase the photographs or not.

6 Webcams:

Webcams are a useful tool for learning. They can allow an individual or class to interact over the Internet with others & support links between pupils in different schools, countries & cultures.

A webcam will only be used in appropriate circumstances under supervision from a staff member, such as a class setting and children will be made aware of when a webcam is in use.

On line meetings eg Zoom, Microsoft teams involving pupils are not permitted without permission from the Head of School.

7. CCTV

The school uses CCTV in some areas of school property as a security measure. Cameras will only be used in appropriate areas.

- This policy is monitored on a day-to-day basis by the Heads of School, who report to Governors about the effectiveness of the policy on request.