

## **TAKING, STORING AND USING IMAGES OF CHILDREN POLICY**

Last review date: March 2022  
Next review date: March 2023

### **Introduction**

At Fosse Bank School, we are an open and inclusive community that is very proud of all of the achievements of all of our pupils in their academic, artistic and sporting endeavours.

We particularly welcome parents to our concerts, plays and sporting events, as well as to more formal occasions during the school year. The school walls are decorated with examples of pupils' work, team photographs and photographs of trips and expeditions in which our pupils have participated. Our web site is updated regularly, and all parents are sent our weekly newsletter in order to keep them fully abreast with the news of our active community.

### **The application of data protection laws to taking, using and storing images of children**

Parents who accept a place for their child at our school are asked to fill in the Data Protection Form (of May 25<sup>th</sup> 2018). No pictures are used without this consent.

### **Use of images: Displays etc**

We will only use images of our pupils for the following purposes:

- Internal displays (including clips of moving images) on digital and conventional notice boards within the school premises,
- Communications with the school community (parents, pupils, staff, Governors and alumni) via password-protected sections of the school's web site,
- Marketing the school both digitally by web site, by prospectus, by displays at educational fairs and other marketing functions and by other means.

### **Images that we use in displays and on our website**

The images that we use for displays and communications purposes never identify an individual pupil. We only use images of school activities, such as plays, concerts, sporting fixtures, prize-giving, school trips etc in their proper context. We never use any image that might embarrass or humiliate a pupil. Pupils are always properly supervised when professional photographers visit the school. Parents are given the opportunity to purchase copies of these photographs.

### **Storage and review**

Our images are in a password protected section of the school's database. They are reviewed annually and are deleted when no longer required.

We have a procedure in place for regularly checking and updating our web site in every school holidays, when expired material is deleted. We follow BECTA guidance on e-safety.

### **Media Coverage**

We will always notify parents in advance when we expect the press to attend an event in which our pupils are participating, and will make every effort to ensure that children whose parents or guardians have refused permission for images of their children to be used are excluded from the event.

We will always complain to the Press Complaints Council (PCC) if the media fails to follow the appropriate code of practice for the protection of young people, including the children of celebrities.

### **Staff**

All new teaching and office staff are given guidance on the school's policy on taking, using and storing images of children. Staff do not use their own personal cameras, mobile phones or ipads for recording pictures unless given express permission and such pictures are deleted as soon as they can be uploaded to the school system. This might occur if a member of staff is asked to use their camera with a school sim card for extra good quality pictures, or if a school camera has been forgotten on a trip. The Head will always be informed.

Staff are allowed to take digital/video images involving pupils to support educational aims, for publicity purposes or to celebrate achievement, but only if parents have given express permission. Staff should ensure that children are appropriately dressed and are comfortable that their image is being recorded.

Images should not be displayed on websites, in publications or in a public place without a) checking the child against the GDPR Consents and b) using only with the consent of the Head.

Parents are requested to give their permission for the use of pupils' photographs on the school's website or social media as part of their registration for the school. The permission applies throughout their time at school and for three years after leaving, and parents have the right to alter their consent at any time. Class teachers have the responsibility for checking this list before using pupil's photographs in the weekly newsletters that then go on the website. We will not normally use children's full names alongside their photographs in our own printed publications, in videos or on our website. Pupils' first names may be used.

In cases where it is necessary for the sake of an article to include a photograph that would directly identify an individual pupil, parental consent must be sought and received before the article is published.

Wherever possible, school mobile devices should be used to record digital/video images involving pupils. Any digital/video images of pupils recorded on a personal mobile device must be uploaded to the appropriated shared area of the school network then deleted from the personal device as soon as is practically possible. Photographs of children should not be stored on a member of staff's personal drive (for example, when producing a PowerPoint presentation for an assembly).

### **Use of cameras and recording equipment by parents and guardians**

Parents are welcome to take photographs of **their own** children taking part in sporting and outdoor events. When an event is held indoors, such as a play or a concert, parents should be mindful of the need to use their cameras and recording devices only with specific permission from other parents of children in the photograph. E.g. parents often ask a parent to take a photo if they themselves are not able to be present.

**We ask parents not to take photographs of other pupils on their own, without the prior agreement of that child's parents.**

Flash photography can disturb others in the audience, or even cause distress for those with medical conditions; we therefore ask that it is not used at indoor events.

Parents are also reminded that copyright issues may prevent us from permitting the filming or recording of some plays and concerts. We always print a reminder in the programme of events where issues of copyright apply.

We record some plays and concerts professionally (not just those where copyright applies). Copies of the DVDs and CDs are available for parents to purchase.

**Treating other with respect**

Everyone has a right to feel secure and to be treated with respect, particularly the vulnerable. Harassment and bullying will not be tolerated. The school is strongly committed to promoting equal opportunities for all, regardless of race, gender, gender orientation or physical disability.

All pupils are encouraged to look after each other, and to report any concerns about the misuse of technology, or worrying issue to a member of the pastoral staff. The use of cameras on mobile phones is not allowed, nor should photography used in a manner that may offend or cause upset. The misuse of cameras in a way that breaches our anti-bullying policy is always taken seriously and may be the subject of disciplinary procedures.