



Photographic Images Policy

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Photographic Images Policy

The use of the word “School” includes the School site at Diddington Hall and the College site at Birmingham Road.

1. Principles

- 1.1 This policy details the rules governing photography and recording videos at the School, the distribution of these photos and videos, and their use generally.

2. Safety

- 2.1 The overriding priority is to ensure that photography does not lead, either directly or indirectly, to anything that may potentially endanger the safety of pupils at the School.

3. Privacy

- 3.1 We believe that every child and parent is entitled to their own privacy.
- 3.2 We therefore obtain explicit consent from parents to the use of video and pictures within School when pupils are taken on roll. Consent is obtained thereafter on an annual basis
- 3.3 The School Office produces a spreadsheet for those pupils for whom we have consent to take photographic images, and this is distributed to Unit Heads and our Resource Manager so that they are aware of parental wishes regarding the use of photographic images
- 3.4 Pictures of pupils will only be used on our School website or School Facebook page if the pupils themselves have given their express consent to the use of those images. The pupils may ask for these pictures to be deleted at any time.
- 3.5 Parents may withdraw consent at any time, or grant consent if they had previously declined.

4. Sharing children’s achievements

- 4.1 The taking of photographs is important to many of our pupils as it allows the School to capture and evidence the work they undertake during their school life.
- 4.2 These pictures may be used during the course of accreditation, for example for ASDAN accreditations, or shared at annual review

5. Safeguarding rules

- 5.1. Images shared must not feature any child whose parent or guardian has not given consent
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- 5.2. Images must not offer any means of identifying a child by name and pupil codes should always be used.
- 5.3 Images will be stored for as short a time as possible and no images will be retained of any pupil who is no longer on roll.
- 5.4 Any photographic displays of pupils will only be in areas of the School that are not accessible by members of the public.

6. Rules for Staff

- 6.1 No pictures will be used on the School/College website, used out of context or provided to outside agencies without express prior consent. When taking photographs, staff will:
- Ensure all children are appropriately dressed.
 - Avoid images that only show a single child with no surrounding context of what they are learning or doing.
 - Photographs of three or four children are more likely to also include their learning context.
 - Avoid naming young people. If one name is required then use the first name only where possible.
 - Use photographs that represent the diversity of the young people participating.
 - Report any concerns relating to any inappropriate or intrusive photography to the School Manager.
 - Remember their duty of care.
 - Do not use images that are likely to cause distress, upset or embarrassment.
 - Regularly review stored images and delete unwanted material.
 - Use only school cameras, iPads or tablets.
 - Where iPads or tablets are provided by parents, only images of their own child may be stored. If staff are aware of any images of any other pupils, these should be deleted immediately.
- 6.2 Staff members must not use their own mobile phones to take pictures or videos of pupils and they must adhere to the use of mobile phones as set out in the Child Protection Policy

7. CCTV

- 7.1 The School reserves the right to use CCTV to monitor site safety and security and as an effective deterrent for crime
- 7.2 CCTV will be used externally only and no CCTV will be used within School buildings.

- 7.3 Any CCTV images will be stored securely for designated periods and then destroyed. Access to any images will be to a restricted number of designated competent members of staff.

PHOTOGRAPH & VIDEO CONSENT FORM

Staff are not permitted to access or use personal phones during lesson time. Mobile phones have been issued to all Staff who work with pupils and these have been chosen carefully and do not have camera, video or internet facilities.

The School has a number of dedicated devices (cameras and iPads) which are used purely to capture curriculum activity or as a celebration of School life using School iPads and cameras.

Pupil's Name :

Consent

I consent/do not consent* to photographs of my/our child being taken during the school day and whilst participating in activities

I consent/do not consent* to photographs of my/our child being shown in the termly newsletter produced by the School

I consent/do not consent* to photographs of my/our child being shown in the School newsletter produced by the pupils

I consent/do not consent* to photographs of my/our child being displayed anywhere in the School

I consent/do not consent* to video footage being taken of my/our child being taken during the School day and whilst participating in activities (for School and home use only)

I consent/do not consent* to video footage of my/our child being on another child's video and potentially shared with the parents of that child

I consent/do not consent* to photographs, including those showing peer interaction which may include my child, being distributed to parents of other parents if appropriate

I consent/do not consent* to photographs of my/our child being used to evidence work for ASDAN or similar accreditation, and for those photographs to be sent to external panels for marking and accrediting

*delete as appropriate