



DURANTS SCHOOL – POLICY DOCUMENT

Taking Images of pupils

September 2020

Reviewed & updated: September 2020 (Rachel Carli)

Next review date: September 2023

DURANTS SCHOOL – Taking images of pupils

Durants is very proud of all the achievements of pupils in all their endeavours. We offer our many visitors a very warm welcome.

We particularly welcome parents to our many events during the school year. Our walls have wonderful photographs and displays showing evidence of our trips and visits in which our pupils took part. Our website is updated regularly and all parents, governors and friends of Durants are sent our newsletters in order to keep them fully up-to-date with the news of our community.

Using and Storing Images of Children

Parents are asked to agree to the school using anonymous photographs of their child and information relating to his/her achievements.

The images that we use for displays and communications purposes never fully identify an individual pupil. Instead, they name the event for which the photograph was taken and their first or last name. We only use images of school trips and activities, such as sporting events, concerts, plays etc and a range of open days and events. We never use any image that might embarrass or humiliate a pupil.

Storage

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 website manager who regularly checks and updates our website. We follow guidance in our E-Safety policy.

Staff Induction

All new staff are given guidance on the school's policy on taking, using and storing images of children.

Image taking by parents, legal guardians or family members:

- Parents are welcome to take photographs of their own child taking part in events but they must be mindful of the need to use their cameras and videos carefully and not to take photographs of other pupils on their own without the prior agreement of that child's parents.
- Parents will be asked for their permission before photography is allowed.
- Before they are allowed to take images during school activities, parents, or legal guardians have to sign an agreement that any images they take will not be used inappropriately.
- Photography and video filming will be limited to designated areas.
- Use of cameras and other equipment will be monitored.

Images for school publications:

- The school will only take and use images that are appropriate and are considered to not be open to misuse.
- If an image of a child is used, the child's name **will not** be published. If a name is published, **no image will be used** without specific consent.
- Children will be made aware of why their picture is being taken and how it will be used.
- Children will be given the option to not have their image used if they are the sole focus of the picture.
- Children and parents should be encouraged to recognise the value of group photographs or recordings of school events.
- Images will be kept securely and held by the school for the duration of the pupil's time there, or as needed, after which they will be destroyed.
- Images of children from the school will not be used to illustrate controversial subjects.

Images for the school website/learning platform:

- School websites are part of the internet and are more easily accessible than paper based school publications. The school will make sure that only appropriate images are used. Image filenames will avoid using children's names.

Webcams/video conferencing:

- Webcams are a useful tool for learning. They can allow an individual or class to interact over the internet with others and support links between pupils in different schools, countries and cultures.
- A webcam will only be used in appropriate circumstances such as a normal class setting.
- Both children and teachers will be made aware of when a webcam is in use.

- Staff will supervise and maintain control over any photographing pupils do during on-school activities.
- Camera phones, should not be used during the school day.
- If it is found that cameras or camera phones have been misused, the school will follow its usual disciplinary procedures.

Please note that images taken by the media are not covered by this policy and are subject to a separate set of regulations

Child's name:

Date:

Dear [parent/carer name],

At Durants we use information about your child in a number of different ways, and we'd like your consent for some of the ways we use this personal data. We set these out in more detail below.

If you are not happy for us to use information in the ways we list below, that's no problem – we will accommodate your preferences.

Similarly, if you change your mind at any time, you can let us know by emailing [email address], calling the school on [phone number], or just popping in to the school office.

If you have any other questions, please get in touch.

Why are we asking for your consent again?

As part of our commitment to processing personal data fairly and transparently, we want to remind you of the consent you've previously given us and make sure you're still happy with the ways we use your child's data.

We would appreciate you taking the time to give consent again, as we really value being able to use the information in the ways listed below.

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Photos and videos

- We sometimes take photographs of pupils. We use these photos to help us to give people an idea of what life at our school is like, for example in the newsletter and on the school website.
- Please tick the relevant box(es) below, sign and return this form to school.

USE OF PHOTOS	TICK ✓
I am happy for the school to take photos of my child.	
I am happy for photos of my child to be used on the school website.	
I am happy for photos of my child to be used in the school newsletter.	
I am happy for photos of my child to be used in printed school materials, for example the school prospectus.	
I am happy for photos of my child to be used in internal displays.	
I am happy for photos of my child to be used in the media, for example local newspapers.	
I am happy for photos of my child to be used on social media, for example Twitter.	
I am happy for the school to take videos of my child.	
I am happy for the school to use videos of my child for promotional purposes, such as on the school website.	
I am NOT happy for the school to take or use photos or videos of my child.	