



Myton Park Primary School

Use of Photographic and Digital Imagery Policy

<i>CREATED/REVISED:</i>	Autumn 2017
<i>REVIEW DATE:</i>	Autumn 2019
<i>APPROVED BY GOVERNING BODY:</i>	To be approved at Resources March 2018

Wherever photographs are mentioned in this document, this should be read to include still, video and electronic images.

1. Introduction

This policy takes into consideration recommendations based on statutory guidance and good practice related to the appropriate use of images of children and young people in schools. The School's Child Protection, Data Protection and ICT Acceptable Use Policies and e-safety guidelines have been referenced in relation to this policy. The school is registered as a user of data and information. Details of the types of data collected and how it is used, is available in the school's Data Protection Policy.

The school guidelines on website and internet safety (e- safety), are made available to staff, pupils and parents.

During a pupil's time at Myton Park Primary, the school may wish to take photographs of activities that involve pupils, and these may be used for displays, publications, on the school website, by the local authority or by local newspapers. Permission for the use of these images is obtained at induction from parents and carers.

Photographs can be used for assessment in lessons behind secure application logins used by Myton Park Primary (e.g Eexat) and staff must use these images to support their school work only.

The school recognises that the use of photography and digital imagery can attract potentially harmful interest and as a result has carefully considered how photographic and digital activities are organised and undertaken. Particular regard is given when they involve young or vulnerable pupils who may be unable to question why or how the activities are taking place.

Official photography will only take place with the permission of the Headteacher, under appropriate supervision. When photography is carried out by the news media, pupils will only be named if there is a particular reason to do so, for example they may have won a prize. Home addresses will never be given out. Images that cause embarrassment or distress will not be used nor will images associated with material on issues that are sensitive.

2. Individual and Parental Consent

Photographs and video images of individual pupils and staff are classed as personal data and the use of such images by the school will only be with the consent of the individual concerned as well as their parent/carer. Verbal consent will not be accepted under any circumstance. If prior written consent is not given then individual images will not be used. A parent or carer has the right to refuse or withdraw their consent at any time. If a parent or carer gives partial or restricted consent, the school will comply with this. Written permission is collected when the student joins the school roll. Permission status is recorded in the student's record in SIMS.

3. Internet / School Websites

Particular care will be taken by school staff when considering the publication of material on the internet. Articles will be screened carefully to ensure that pupils cannot be individually identified by name or by any other means. This includes ensuring that they cannot be identified from the file name of any electronic image files that are placed on the school website.

There are alternative strategies that the school may use, including general shots e.g. classrooms and group activities which would include relatively small images of groups of pupils. "Over the shoulder" can replace "passport style" photographs but still convey the activity. Personal photographs can be replaced with self-portraits or images of pupils' work.

4. Pupils Photographing Each Other

Many schools have digital cameras/videos which are used by pupils to document their activities and as part of learning. This is a useful tool to support pupils' education; however the use of digital cameras by pupils will always be appropriately supervised by staff to ensure that images are taken in a safe and enabling environment. Photographs can be used for assessment in lessons behind secure application logins used by Myton Park (e.g EExat) and pupils and staff must use these images to support their school work only. School staff must not use personal equipment to take photographs.

It is possible that if pupils are left unsupervised with a camera/iPad that they could unintentionally or intentionally take inappropriate or even indecent/illegal images of themselves or other pupils (such as images which may show friends or other pupils in a state of undress). Staff must instruct pupils on what they are or are not allowed to photograph, to prevent criminality occurring.

Staff must discuss and agree age appropriate acceptable rules for the use of cameras or other technical devices with pupils, such as places where they cannot take devices (e.g.unsupervised areas, toilets etc).Still or video cameras or other devices provided for use by pupils and the images themselves must not be removed from the school.

Pupils must not be allowed to use a mobile phone or other devices to take videos or images which might denigrate and humiliate other pupils or members of staff if shared with other pupils or uploaded thus risking wider circulation..

5. Use of Professional Photographers

Any professional photographer commissioned by the school will only be used where they will guarantee : To work according to the terms of the school's policies; to act appropriately to prevent unauthorised or unlawful processing of images; to ensure images are only used for a specified purpose and will not be used in any other context;

not to disclose images to any third party unless it is a specific requirement of the agreement. Such use will also be subject to parental/carer permission.

Only reputable photography agencies and/or professional photographers will be used by the school.

6. Photographs taken by Parents / Carers for Personal Use

There are school events when parents / carers will want to take photographs for their own personal use. If parents take photographs of their children, they must be for personal use only and the school reserves the right to refuse photography at any event it runs or in which pupils take part.

7. Diversity issues

Even when the school has received the consent of a parent/carer, it will exercise caution and common sense when using photographs where there may be valid religious or moral grounds for objecting to a particular activity

If there is any doubt whether a parent/carer would object, the school will always check with them and get specific consent for the activity.

8. Storage and Disposal of Images

- The school will store images securely and ensure that they are accessed and/or used only by those with authority to do so. Should images need to be kept for a period of time, they are stored within a password protected log in on a work computer hard drive or other appropriately encrypted storage device. Photographs are only stored on portable storage devices for a temporary period. They are disposed of securely to prevent unauthorised access, ensure confidentiality and protect identity.*
- The school will delete images that are no longer required.*

9. Review

This policy will be reviewed bi-annually.