



HEYWOOD PREP
CORSHAM

POLICY ON TAKING, USING & STORING IMAGES OF CHILDREN

**Updated
April 2018**

1. Introduction

This Policy applies to:

- the entire setting including the EYFS and after school and holiday clubs;
- all staff, volunteers, pupils and visitors to Heywood Prep.

Copies of this Policy are available for viewing and/or downloading on the school's website.

The word image is used in this Policy to include photographs, digital photographs, webcam, mobile phones, film and video recordings.

2. Purpose

The purpose of this document is to set out the policies in force at Heywood Prep in order to safeguard children through managing how images of children are taken, used and stored.

Through this policy we aim to respect young people's and parents' rights of privacy and minimise the risks to which young people can be exposed through the misuse of images.

This policy forms part of the Safeguarding Children Policy & Procedure.

Adherence to this policy is a mandatory part of the terms of employment of all staff at Heywood Prep.

3. Taking Images

Staff

Members of staff may only use school cameras and other school issued devices, to take photographs whilst on the school premises or whilst on school trips or activities.

Members of staff must not use their mobile phones or other personal devices to take photographs in school at any time, unless with the express permission of the Head and with a Risk Assessment in place.

Pupils

Pupils are not permitted to bring their own cameras or any image recording device including mobile phones into school, except with the express permission of the Head.

Where cameras or image recording devices are used within the curriculum or for activities, these will be supplied by the school and their use supervised by a member of staff.

Pupils are allowed to take cameras on school trips, but only with the permission of the trip leader (stated on the trip consent form). The use of cameras in dormitories or bedrooms on residential trips, changing rooms is strictly forbidden and pupils will be briefed of this in the pre-trip briefing by the member of staff in charge of the trip.

Webcams may only be used within structured lessons or activities and under the direct supervision of a member of staff, using school equipment and through the school network.

Parents

Parents are welcome to take photographs at sporting events, concerts and other school-based activities.

Parents should not take photographs of other pupils on their own without the prior agreement of that child's parents. Photographs should never be taken in the changing rooms, for safeguarding reasons, and parents should exercise particular care when taking photographs at the school swimming gala.

Photographs taken by parents on school premises or at school events should be shared responsibly if uploaded to social media websites. We advise that children visible in the image are not named, for safeguarding purposes.

Visitors

No visitor to the school is permitted to use any camera or image recording device without the express permission of the Head. All visitors are requested to leave their mobile phones or devices with cameras, at the school reception, where they will be locked in a safe until the end of the visit.

4. Storing Images

Original images taken by school will be stored:

- in the "Photos" section of the School data server; or
- on a school electronic device for the purposes of creating educational records.

Any evidence of the use of inappropriate images, or the misuse of images, will be reported to the Head, the Designated Senior Lead for Safeguarding, Social Services and/or the police as appropriate.

5. Use of Images

Before any photograph is used by the School for any purpose, it must be approved by the Head or the Proprietor, who will consider whether the image is suitable and appropriately represents the school provides and the values to which it adheres.

Images must not be uploaded to the website until they have been approved by the Head or the Proprietor.

No images will ever be used which could be considered to put any child at risk or which would cause embarrassment or distress to any child or their parents.

The School will only ever use images of children in suitable dress. The Head or the Proprietor will decide if images of certain activities - such as sports or arts - are suitable without presenting risk of potential misuse.

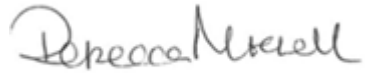
6. Parental Consent

Photographs and video images of pupils and staff are classed as personal data under the terms of the Data Protection Act 1998. The School will not use images of identifiable individuals for school publicity purposes without the consent of either the individual themselves or, in the case of pupils, their parent, guardian or carer.

Consent will be gained from parents via the consent form signed when a child joins Heywood Prep.

7. Approval & Review

This policy was reviewed in January 2018 and approved by the Head. It will be reviewed on an annual basis. The next policy review will take place in January 2019.



Rebecca Mitchell
Headmistress