

The Children's House School

Taking, Storing and Using Images of Children Policy

1. Policy Purpose and Scope

This Policy is intended to provide information to parents, carers or guardians (referred to in this policy as "parents") about how images of pupils are normally used by The Children's House School (referred to in this policy as "the School"). It also covers the School's approach to the use of cameras and filming equipment at school events and on school premises by parents, pupils themselves, and the media.

It applies in addition, to the School's terms and conditions, and any other information the School may provide about a particular use of pupil images, including, for example, signage about the use of CCTV; and more general information about use of pupils' personal data.

Parents who accept a place for their child at the School are invited to agree to the School's use of images as set out in this policy, by signing a copy of the policy below. We hope parents will feel able to support the School in using pupil images to celebrate the achievements of pupils, promote the work of the School, and for administrative purposes such as identification and security.

Any parent who wishes to limit the use of images of a pupil for whom they are responsible, should contact the Head teacher, Kate Orange, in writing. The School will always respect the wishes of parents/carers where reasonably possible, and in accordance with this policy.

Certain uses of images are necessary for the ordinary running of the School and its community. The School is entitled lawfully to process such images and take decisions about how to use them, subject to any reasonable objection raised.

2. Use of Pupil Images in School Publications

Unless the relevant pupil or his parent has requested otherwise, the School will use images of its pupils to keep the School community updated on the activities of the School, and for marketing and promotional purposes, including:

- on internal displays (including clips of moving images) on digital screens and conventional notice boards within the School premises
- in communications with the School community (parents, pupils, staff, governors) including by email, on the School intranet and by post
- on the School's website and in the School's prospectus, where express permission has been sought. Such images will not be accompanied by the pupil's name

The source of these images is predominantly a professional photographer for marketing and promotional purposes, or staff in relation to school events, activities or trips. The School will only use images of pupils in suitable dress.

3. CCTV

CCTV is in use on School premises. Images including children are captured and are only used in accordance with the School's Data Protection Policy, for security or safeguarding purposes.

4. Use of Pupil Images in the Media

When we are aware that pupil images are likely to be used in the media we ensure that pupils and parents are informed that this is the case.

6. Security of Pupil Images

Professional photographers and the media are accompanied at all times by a member of staff when on the School premises.

The School takes appropriate technical and organisational security measures to ensure that images of pupils held by the School are kept securely, and protected from loss or misuse, and in particular will take reasonable steps to ensure that members of staff only have access to images of pupils held by the School where it is necessary for them to do so.

Once staff have printed photographs of children for 'special books' or display purposes, photos are deleted from school laptops and computers.

All staff are given guidance on the importance of ensuring that images of pupils are made and used responsibly, only for School purposes, and in accordance with the School's policies and the law.

7. Use of Cameras and Filming Equipment (including mobile phones) by Parents

1. Parents are welcome to take photographs of (and where appropriate, film) their own children taking part in School events, subject to the following guidelines, which the School expects all parents to follow:
 - Parents are reminded that it may occasionally be necessary for the School not to permit the use of cameras or filming equipment at specific events or productions.
 - 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 filming devices with consideration and courtesy for cast members or performers on stage and the comfort of others.
 - In particular, flash photography can disturb others in the audience, or even cause distress for those with medical conditions; the School therefore asks that it is not used at indoor events.
 - Parents are asked not to take photographs of other pupils, except incidentally as part of a group shot, without the prior agreement of that pupil's parents.
 - Parents are reminded that such images are for personal use only. Images which may identify other pupils should not be made accessible to others via the internet (for example on Facebook), or published in any other way.

The School reserves the right to refuse or withdraw permission to film or take photographs (at a specific event or more generally), from any parent who does not follow these guidelines, or is otherwise reasonably felt to be making inappropriate images.

8. Use of Cameras and Filming Equipment by Pupils

All pupils are encouraged to look after each other, and to report any concerns about the misuse of technology, or any worrying issues to a member of staff.

The use of cameras or filming equipment (including on mobile phones) is not allowed in toilets, washing or changing areas, nor should photography or filming equipment be used by pupils in a manner that may offend or cause upset.

The misuse of cameras or filming equipment in a way that breaches this Policy, or the School's Anti-Bullying Policy, Data Protection Policies, ICT Policies, or the School Rules is always taken seriously, and may be the subject of disciplinary procedures.

This Policy was reviewed, amended and agreed by the Council of Management in May 2018. It will be reviewed again in one year's time.

Dawn Brindle

Agreed by _____ Chair of the Council of Management