



# Taking, Using and Storing Images Policy

Scope:	Whole School
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Review date:	May 25
Author:	Head of Admissions, Marketing and Development
Reviewed by:	Head
Approved by:	Board of Governors

## Linked documents

This Policy should be read in conjunction with the:

- Anti-Bullying Policy
- Behaviour Policy
- CCTV Policy
- Complaints Policy
- Data Retention Policy
- IT Acceptable Use Policy
- Parent Contract
- Taking and Using Images Policy

## Availability

This policy is available via the school website, and a printed copy may be requested from Reception.

## Policy Statement

This Policy is intended to provide information to pupils and their parents, carers or guardians (referred to in this policy as "parents") about how images of pupils are normally used by Derby Grammar 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 and 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 and more general information about use of pupils' personal data, (eg. the School's Privacy Notice).

## **General points to be aware of**

Certain uses of images are necessary for the ordinary running of the school; other uses are in the legitimate interests of the school and its community and unlikely to cause any negative impact on children. The school is entitled lawfully to process such images and take decisions about how to use them, subject to any reasonable objections raised.

Parents who accept a place for their child at the school are invited to indicate that they agree to the school using images of him/her as set out in this policy, by signing the Consent for Images form, issued with the school's terms and conditions. However, parents should be aware of the fact that certain uses of their child's images may be necessary or unavoidable (for example, if they are included incidentally in CCTV).

We hope parents will feel able to support the school in using pupil images to celebrate the achievements of pupils, sporting and academic; to promote the work of the school; and for important administrative purposes such as identification and security.

## **Use of Pupil Images in School Publications**

Unless the relevant pupil or his or her parent has explicitly 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 and conventional notice boards within the school premises;
- in communications with the school community (parents, pupils, staff, Governors and alumni) including by email and by post;
- on the School's website and, where appropriate, via the School's social media channels, e.g. Twitter, Instagram and Facebook. Such images would not normally be accompanied by the pupil's first or full name; and
- in the School's publications and in online, press and other external advertisements for the School. Such external advertising would not normally include pupil's names.

The source of these images is predominantly the School's marketing department and other appropriate staff in relation to school events, sports or trips. The School will only use images of pupils in suitable dress and the images will be stored securely and centrally.

## **Use of Pupil Images for Identification and Security**

All pupils are photographed in September each year, and annually thereafter, for the purposes of internal identification. These photographs identify the pupil by name, year group, house and form/tutor group.

CCTV is in use on school premises outside of school hours, and will sometimes capture images of pupils. Images captured on the School's CCTV system are used in accordance with the School's Privacy Notice and CCTV Policy.

## **Use of Pupil Images in the Media**

Where practically possible, the school will always notify parents in advance when the media is expected to attend an event or school activity in which school pupils are participating, and will make every reasonable effort to ensure that any pupil whose parent or carer has refused permission for images of that pupil, or themselves, to be made in these circumstances are not photographed or filmed by the media, nor such images provided for media purposes.

The media often asks for the names of the relevant pupils to go alongside the images, and these will be provided where parents have given consent.

## **Security of Pupil Images**

Professional photographers and the media are accompanied at all times by a member of staff when on school premises. The School uses only reputable professional photographers and makes every effort to ensure that any images of pupils are held by them securely, responsibly and in accordance with the School's instructions.

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.

All staff are given guidance on the School's Policy on Taking, Storing and Using Images of Pupils, and 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.

## **Use of Cameras and Filming Equipment (including mobile phones) by Parents**

Parents, guardians or close family members (hereafter, 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:

- 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. 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.
- Parents are reminded that copyright issues may prevent the school from permitting the filming or recording of some plays and concerts. The School will always print a reminder in the programme of events where issues of copyright apply.
- Parents may not film or take photographs in changing rooms or backstage during school productions, nor in any other circumstances in which photography or filming may embarrass or upset pupils.

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.

The School sometimes records plays and concerts professionally (or engages a professional photographer or film company to do so), in which case copies of the DVDs and CDs may be made available to parents for purchase. Parents of pupils taking part in such plays and concerts will be consulted if it is intended to make such recordings available more widely.

## **Use of Cameras and Filming Equipment (including mobile phones) by Staff (Teaching & Support)**

Photographs or video will only be taken by designated staff members to give evidence of a pupils' progress, to record a trip or sporting event, activity in class or an individual or team success.

- Photographs/video must immediately be downloaded onto the School network and deleted from any personal devices.
- Photographs or video cannot be used or passed on outside the School except through the

Schools official communication channels (publications, website, social media etc).

When taking photographs in School, staff must:

- be clear about the purpose of the activity and what will happen to the photographs when the lesson/activity is concluded;
- ensure that photographs are taken for valid educational purposes and, if in doubt, consult with their line manager;
- ensure that no images are taken of pupils where we don't have image consent;
- ensure that all images are available for scrutiny in order to screen for acceptability;
- be able to justify images of children in their possession;
- avoid taking images in one to one situations;
- not take pictures of pupils in changing rooms;
- not have images of pupils stored on personal cameras, devices or home computers;
- not make images of pupils available on the internet, other than through the official School network/website with permission from parents and senior leaders.

### **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 the pastoral 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 images, cameras or filming equipment in a way that breaches this Policy, or any of the School's other policies including, but not limited to, the Anti-Bullying Policy, Behaviour Management Policies, Data Protection Policy for Pupils and Parents or the School Rules is always taken seriously, and may be the subject of disciplinary procedures or dealt with under the relevant safeguarding policy as appropriate.