



GAT0007

**USE OF
PHOTOGRAPHS/MOVING IMAGES
OF STUDENTS POLICY**

POLICIES AND PROCEDURES PROFORMA

Subject and Version of Document:	Policy statement on the use of Photographs/Moving Images of Students
Author:	CEO
Persons/Committees etc consulted whilst document in draft:	Senior Leadership Team, Governing Body, Directors
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By whom agreed:	Governing Body/Directors
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Principal Target Audience:	All staff

Amendments Summary:

Amend. No.	Issued	Page	Subject

POLICY STATEMENT ON THE USE OF PHOTOGRAPHS/MOVING IMAGES OF STUDENTS

Links to: The School's Safeguarding Policy

- 1.0 On an annual basis, the school seeks parent's/carer's permission to publish their child's photograph. In order to assist the administration of this process parents/carers are asked to specifically deny permission for publication. A register of children whose picture may not be used is maintained by the SIMS Office under the oversight of a Deputy Headteacher. Staff are regularly updated as to those students who should not be photographed and should check in advance with the SIMS Office if taking photographs/video during an activity.
- 2.0 The level of permission stated above is deemed adequate in relation to material posted internally on notice boards, on the school website, in internal documentation, such as school newsletters and ID cards. It is also considered appropriate for press releases distributed to local newspapers for example to promote achievements. Material may also be posted on Facebook or used in other social media for legitimate educational purposes.
- 3.0 From time to time teachers may film students in order to assist their learning. For example, a drama teacher may use her iPad to record part of a performance in order that students might discuss aspects of the staging. The teacher should make it clear when work is being filmed and covert filming is prohibited for whatever purpose. Such material is subject to the school's fair processing and data protection protocols.
- 4.0 From time to time students may be filmed or photographed for the purposes of staff training. The images captured may only be used for staff training and not passed to or viewed by any audience other than those approved by the school for educational purposes.. Such material is subject to the school's fair processing and data protection protocols.
- 5.0 In using photographs, for whatever purpose, an assessment of the risk this presents to the child should be undertaken. For example, known concerns regarding contact from a child predator or estranged family member would be factors that should be considered when evaluating potential hazards. Therefore the age and vulnerability of the student should be considered. Younger children, those in KS2/KS3/KS4, should not usually be individually identified by full name in any text accompanying a photograph. Group photographs and those taken from a distance are safest in such circumstances, and any accompanying names used in captions or associated text should use forenames only.
- 6.0 The school considers that students aged 16 and over are able to give their own consent to a photograph being published and that this can be obtained verbally for internal use.

In addition to the above, there may be circumstances where parents/carers/students should be asked for specific written permission above that obtained at the start of each school year.
- 7.0 For students of all ages, individual consent forms **must** be completed for photographic images used for commercial purposes such as local/national news media, broadcasts on TV or in commercial marketing for a third party. For example, if students are being filmed to promote an educational product on behalf of an educational supplier.

All consent forms should be shredded in accordance with the school's data protection policy once data is transferred to SIMS.
- 8.0 Any photographs/moving images taken by the school remain the property of the school and should not be taken home and/or used for personal reasons.