

ST.CHAD'S C.E.(C) PRIMARY SCHOOL

Camera and Use of Digital Images and Videos Policy "Building Together for a better future"

Aim

To safeguard children by promoting appropriate and acceptable use of digital equipment, images and photographs, including appropriate storage and printing procedures.

The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the internet.

However, staff, parents and pupils need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for cyberbullying to take place. Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. It is common for employers to carry out internet searches for information about potential and existing employees.

The school will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm.

Legislative Framework

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 which states that personal data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Kept no longer than is necessary
- Processed in accordance with the data subject's rights
- Secure
- Only transferred to others with adequate protection.

Procedures

- Consent forms must be completed and signed by parents (with parental responsibility) when they register their child with the setting and copies of the consent forms should be provided for the parents- see appendix 1
- Where group photographs of children are to be taken, written permission must be obtained from parents of all the children in the photograph.

- Staff and volunteers are allowed to take digital and video images to support educational aims, but must ensure parents have consented to the the sharing, distribution and publication of those images. Those images should only be taken on school equipment; the personal equipment of staff should not be used for such purposes.
- Care should be taken when taking digital and video images that pupils are appropriately dressed (eg not in swimming costumes) and are not participating in activities that might bring the individuals or the school into disrepute.
- Photographs published on the website, or elsewhere that includes pupils, will be selected carefully and will comply with good practice guidance on the use of such images.
- Students' full names will not be used anywhere on a website or in external documents, without specific consent from the parents.
- When using digital images and videos, staff will inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they will recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.
- Pupils must not take, use, share, publish or distribute images of others without their permission
- Photographs must be appropriately disposed of should they be no longer required. This could include giving the images to parents, deleting or shredding.
- Photographs will not be stored digitally for any longer than necessary and not on any personal devices or personal storage facilities.
- The purpose and context for any proposed images should always be considered to decide whether a photograph or video are the most appropriate method of recording the information.

Use of a Professional Photographer

- Only a reputable photographer who can provide evidence of authenticity will be used. Their photographic identity will be checked on arrival.
- They will be viewed as visitors therefore appropriate supervision will be in place at all times to ensure no unsupervised access to children. They will be supervised by a person who is in regulated activity.
- It will be checked that they comply with Data Protection requirements, to agree that images will only be used for the agreed specified purpose and not be disclosed to any third person.

Parents

- In accordance with guidance from the Information Commissioner's Office, parents are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents comment on any activities involving other *pupils* in the digital / video images. An announcement will be made to all parents at school events, where appropriate.

Digital Photo Frames

- If these are used to display slide shows of children, consent must be obtained from parents and carers.
- Images of children must be purposeful and show them in an appropriate context.
- Careful positioning of photo frames should be considered as they are often displayed in the most public areas of the childcare setting i.e. reception area.

Closed Circuit Television (CCTV)

- Images of people are covered by the Data Protection Act so it applies to CCTV.
- All areas covered by CCTV must be well signed posted and notifications are to be displayed so that individuals will be advised before entering such areas.
- Data protection and information guidelines are to be followed at all times. This to include the appropriate storage and disposal of all recording.
- For information and guidance please refer to the ICO publication 'CCTV code of practice'. Revised edition 2008.

Monitoring

- Security procedures will be monitored and reviewed regularly by the Designated Safeguarding Officer and Safeguarding Governors Sub Committee.

Approved: Summer 17

Review: Summer 18

APPENDIX 1



**St Chad's C.E. (C) Primary School
Standard Photography and Video Consent Form**

Name of School: _____.

Name of Pupil: _____ **Class:** _____.

Name of Parent/Guardian: _____.

The school confirms that it shall only use photographic images of your child in line with its Code of Practice.

A copy of the school's Code of Practice is printed on the reverse of this form.

Please tick the relevant boxes and sign below in all instances where you give your consent for photographic images of your child being used. In some instances your child may also be named alongside their photograph.

	<i>I agree to my child's image being used: (Please tick)</i>
In materials within school and the local school community. <i>(This includes school displays, presentations to parents, photographs taken on visits etc).</i>	
In the school Prospectus and other school advertising brochures. <i>(The prospectus is circulated to all new parents and is available on the school website).</i>	
On the school web site. <i>(This is available to the general public on the internet).</i>	
On the school's Learning Platform. <i>(The Learning Platform will be available to parents in the near future and is internet based but access will be via username and password only (issued by school), so therefore will not be in the public domain.</i>	
In local newspapers and magazines. <i>(names are usually included in the newspaper).</i>	
In Staffordshire County Council materials - this may include printed materials and filming. <i>(This may include illustrating achievements such as Healthy School Status, use by Staffordshire Outdoor Education Centres).</i>	

I confirm that I have read and agree to the terms contained within this Consent Form.

Signature: _____ **Print name:** _____
(Personal with parental responsibility)

Date: _____