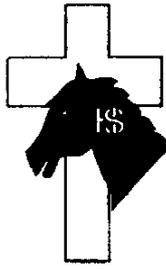


# HORSINGTON CHURCH SCHOOL



## DIGITAL IMAGES POLICY

### SCOPE

The Digital Images Policy will apply to all individuals who are to have access to and/or be users of work-related photographic equipment. This will include children, parents and carers, staff, volunteers, pupils, committee members, visitors, contractors and community users. This list is not to be considered exhaustive.

The Digital Images Policy will apply to the use of any photographic equipment. This will include mobile phones and portable gaming devices with inbuilt cameras as well as other forms of digital technology and resources for storing and printing images.

### CODE OF CONDUCT

All staff must ensure that the policy and procedures included herein are to be adhered to at all times. The Digital Images Policy must be considered in conjunction with the Acceptable Use Policy for Internet and E-mail and the ICT Policy.

The use of cameras and other photographic equipment is only to be authorised by the Senior Designated Person for Safeguarding. Teaching and support staff are automatically authorised by the Senior Designated Person for Safeguarding. It must be recognised that individuals may be given different levels of responsibility in terms of authorised use. This also includes any visitors to the school who require access to electronic media.

Wherever practical, cameras and other photographic equipment will be designated for work-related purposes only. The use of personal photographic equipment is to be avoided (including hand held devices and mobile phones).

The Senior Designated Person for Safeguarding reserves the right to view any images taken and/or to withdraw or modify an individual's authorisation to take or make images at any time. Staff must ensure that all images are available for scrutiny and be able to justify any images in their possession.

Mobile phone use (for staff), is restricted to the staff room or offsite use. Visitors to the school must sign up to our AUP for Internet and E-mail, and be made aware of school guidelines for the use of mobile phones, computers and other hand held devices while in school.

Staff have a duty to report any concerns relating to potential misuse. Clear whistle-blowing procedures are to be in place in the Whistleblowing Policy.

## **CONSENT**

General signed consent to take photographs or record images of children will be requested from the parent or carer on enrolment of their child. The purpose for taking any images is to be clearly explained and agreed. Any consent given is to be renewed annually until the child ceases attending the school.

Individuals who do not have parental responsibility, such as childminders, friends or other relatives will not be able to give such consent. Only consent provided by a parent or carer with parental responsibility is to be accepted.

Visitors should not film or photograph an event, such as a nativity play, with a view to uploading it on to a social networking site.

## **IMAGES**

It must be recognised that children could be exposed to potential risk should images be misused.

Protective and precautionary measures should therefore be considered when taking, making or using images of children. It is to be ensured that all staff are aware of the potential for images to be subject to misuse; and therefore are expected to agree and sign up to an Acceptable Use Agreement (in line with the Acceptable Use Policy for Internet and E-mail).

Sensitivity must be shown to any child who appears uncomfortable; and the potential for misinterpretation is to be recognised. Images will therefore not be taken of any child against their wishes. Coercion must not be used to encourage a child to participate when it has been indicated that they clearly do not want to be involved. A child's right not to be photographed is to be respected.

Unnecessary close up pictures of an individual child with no surrounding context or purpose are therefore to be avoided.

Images which could be considered to cause distress, upset or embarrassment must not be used.

Images of children must only be taken when they are in full and suitable dress. In no circumstances, are images to be taken of children in any state of undress. Should children be participating in sport activities, careful consideration must be given to the appropriateness of taking such images, in particular the angle of which shots may be taken.

The taking or making of images in sensitive areas, for example, toilet cubicles and changing areas is not permitted.

It should be ensured that a child's name or any other identifying information does not appear in any caption or accompanying text alongside their photograph, for example on displays, documentation panels and name cards, where such images can be viewed by the general

public. The only exception being, where a child has a known and potentially severe allergy for safety reasons. Parent's/carers are made aware of this.

The minimum amount of information possible is to be provided to preserve the identity of children at all times. No personal details, such as home telephone numbers, email or home addresses are to be disclosed in any written or verbal communications. This is to include information that will contribute to the personal profile of a child.

## **STORAGE AND DISPOSAL**

Images are to be stored and disposed of securely. The aim will be to prevent unauthorised access, ensure confidentiality and protect identity.

All images should be held only on password protected devices or on encrypted flashsticks. Copying and sharing of photos is to be avoided.

Images will not be kept for longer than is to be considered necessary. The Senior Designated Person for Safeguarding is to ensure all photographs are to be permanently wiped from memory cards, computer hard and portable drives or other relevant devices once the images will no longer be of use.

## **SECURITY**

All images are to be handled as personal data and deemed to be of a sensitive and confidential nature. It is to be recognised that damage or distress could be caused if security is to be breached. The responsibility of being in a position of trust in handling such data must therefore be taken seriously.

<b>Proposed:</b>	<b>March 2012</b>
<b>Reviewed by staff:</b>	<b>May 2012</b>
<b>Updated:</b>	<b>July 2013</b>
<b>Reviewed:</b>	<b>October 2014</b>
<b>Reviewed:</b>	<b>November 2016</b>

## GUIDANCE FROM SWGFL

The ICO issued advice a year or two ago about how it is acceptable for parents to photograph or video school events (as they always have done) Attached is the original communication and a news link for reference.

[www.computeractive.co.uk/computeractive/news/2265735/ico-warns-schools-parents](http://www.computeractive.co.uk/computeractive/news/2265735/ico-warns-schools-parents)

We have always thought that it is a good idea for a school to add to its event programme (sports day, nativity shows etc) a few pragmatic bullet points along the lines of:

It's a great thing to film your child at our events and we know they provide a lot of precious memories. You can support us in keeping our children safe by considering the following:

- Think about privacy and who has the right to see your images, not only of your own child but of others
- Images and video should be for your own or family's personal use only
- If you do share the images online, then you must make sure they are limited to immediate family only and not public
- If you need help in knowing how to do this then come and have a chat with us

It informs parents of school expectations, and whilst almost impossible to police, demonstrates that a school is aware of the issues and followed its obligations in informing parents.