Kingsway Infant School

Photographic and Film Images Policy

Kingsway Infant School is mindful of "Taking Photographs in Schools" guidance provided by the Information Commissioners Office (ICO) ICO Guidance with compliance of the General Data Protection Regulation (GDPR) and current Data Protection Act (DPA). *See also Online Safety Policy / Child Protection Policy.*

Data Protection

The Data Protection Act places certain duties on us (Kingsway Infant School) to ensure that we have the relevant consent to take and publish images and that all data is kept secure. There may be reasons where a particular person cannot be photographed or identified, especially if it is a child. This will be checked and permission obtained for all the people who will appear in a photograph, film or webcam image before the footage is recorded. This means children as well as adults.

New starter packs given to parents/ carers of children starting at Kingsway Infant School, contain permission forms that need to be completed to confirm whether or not consent is given for the child to be photographed and/or filmed providing option for different uses. This permission will apply to the whole time the child remains at Kingsway Infant School unless changed in writing.

Photographs/films may be used by the school as follows:

- General class work
- School visits
- Classroom/school displays
- Assessment
- Communicating to parents and carers via Arbor or newsletters
- School performances

(e.g. children/staff/adults may take pictures of each other using school digital cameras/Ipads/Ipods and use them for work)

- School brochures and publications
- Publication on the school website,
- Publication in news/media
- Within school administration system Arbor,

(e.g. a news reporter/photographer may publish an article and supporting photo)

Photographs/films will be of a general nature, applicable to the topic and the children appropriately dressed.

See school website ‘School Guide for Safe and Responsible Use of Images’.

Storage

Photographs/films may be stored on the school's computers, users authorised by the school or the website host server. General access by personnel authorised by the school will be allowed.

School staff have the responsibility of deleting the images when they are no longer required, or when the pupil has left the school.

Exceptions

Photos taken purely for personal use are exempt from the Act. However, at Kingsway Infant School we ask that parents respect the school community and limit photos or videos taken at events, for example a class assembly, to their child only. Photographs or videos taken in school that contain other families must not be shared on social media.

Kingsway Infant School is mindful of the need to protect vulnerable children and it is important that they should not feel excluded. The Headteacher has the discretion to prohibit the taking of photographs (including mobile phone use) or film that may, even unintentionally, include a protected child e.g. whole school or year group performance. Notice will be given to this effect and all visitors are requested to abide by it. Opportunities will be given for group or individual photographs at the end of the performance or staff, sensitive to the issues, will take photographs/film during the performance or dress rehearsal.

Annual School Photos

Notice will be given of the date when an official photographer will take class/individual photographs. Parents/carers may withdraw their child(ren) if they do not wish their photograph to be taken in this way.

Official School Use

The terms of the Act apply to images stored electronically with other personal data. These images will be stored in a secure area with restricted access.

Staff Guidance

For their own protection, staff members should not use their own personal digital cameras or mobile phones in school or on visits. School cameras, iPods and iPads are provided for this use.

Cameras, including those on phones, should not be used in changing rooms (e.g. swimming) or any other areas where children may be inappropriately dressed.

Adult helpers/volunteers and visitors should be advised against using personal cameras/mobile phones.

Staff needing clarification about the taking and use of photographs/films should seek advice from the Headteacher.