

## HERRIES PREPARATORY SCHOOL

### 7g IMAGES OF CHILDREN POLICY TAKING, USING AND STORING IMAGES OF CHILDREN



**Reviewed:** September 2020, Rob Grosse

**Reviewed:** September 2019, Fiona Long

Next Review by the governing body: January 2021

**Prepared by:** Fiona Long, Headmistress and DSL, Anne Bedford, Governor in charge of Safeguarding, DDSL, SLT and in discussion with staff.

This policy also provides for those children in the EYFS.

This policy should be read in conjunction with the school's following policies:

- 7a Child Protection and Safeguarding Policy
- 7h E-safety Policy & Acceptable User and Information Security Policy for Staff
- 7c Staff Induction Policy
- 7f(ii) Capability, Disciplinary & Grievance
- 7e Staff Code of Conduct: Promoting Safe Practice
- Teachers' Standards

At Herries Preparatory School we are an open and inclusive community that is very proud of all of the achievements of all of our pupils in their academic, dramatic, artistic and sporting endeavours. The school gives all of its many visitors a warm welcome. The school particularly welcomes parents to performances, productions, fixtures and sporting events as well as to more formal occasions during the school year. The school walls are decorated with examples of pupils' work, team photographs and photographs of trips and expeditions in which our pupils have participated. The school's website is updated from time to time and all parents are sent weekly newsletters in order to keep them fully abreast of the school's activities.

From time to time the school may be visited by the media who may take photographs or film footage at a school event. Pupils will often appear in these images which may then appear in local or national media (press and/or TV).

#### THE APPLICATION OF DATA PROTECTION LAWS FOR TAKING, USING AND STORING IMAGES OF CHILDREN

Parents who accept a place for their child at Herries Preparatory School are invited to agree to the school using anonymous photographs of their child and information relating to his/her achievements for promotional purposes, as well as displayed within the premises, and in bulletins sent to the school community.

Full details of the school's Data Protection Policy and Records Keeping Policy are available on request.

Pupils generally enjoy being photographed and having their work displayed, so we hope that parents will feel able to support the school by consenting to the school using images in the ways described herewith.

#### USE OF IMAGES: Displays etc

Herries Preparatory School will use photographic images and moving video images (such as recorded on an iPad or Chrome Book) of its pupils for the following purposes:

- Internal displays on conventional notice-boards within the school premises;
- Communications with the school community (parents, pupils, staff, Governors and alumni) via password-protected sections of the school's website;
- To evaluate the performance of pupils in activities such as sport and drama in order to assess pupil progress and give pupils personalised feedback and targets for improvement
- To monitor pupil progress and achievement in the EYFS setting
- Marketing the school digitally through the website, other marketing functions and by other means.

#### USE OF IMAGES: INTERNAL IDENTIFICATION

All pupils are photographed on entering the school for the purposes of internal identification and annually hereafter. This passport-sized photograph identifies the pupil by:

- Name
- Year Group
- House

They are securely stored in the password-protected area of the staff system where access is restricted to academic, pastoral and school office staff.

#### IMAGES THAT THE SCHOOL USES IN DISPLAYS AND ON ITS WEBSITE

The images that the school uses for displays and communications purposes never identify any individual pupil by their full name. Instead, they might name the event, the term and year that the photograph was taken (for example, 'U10 Netball team' or 'Autumn Term 2014').

The school only uses images of school activities, such as plays, concerts, sporting fixtures, prize-giving, school trips etc in their proper context. The school will never use any image that might embarrass or humiliate a pupil. It will also only use images of pupils who are suitably dressed.

Pupils are always properly supervised when professional photographers visit the school. Parents are given the opportunity to purchase copies of these photographs.

## STORAGE AND REVIEW

Photographic images are stored securely either in locked filing cabinets or in a protected section of the school's database. They are reviewed annually and are deleted when no longer required or when a pupil leaves Herries Preparatory School. Parents are advised that the school will endeavour to ensure that images of their children will not be published in any new school material once they have left the school. Please note that the school's existing publications, website and archived material may contain these images. The school has a procedure in place for regularly checking and updating its website in every school holiday when expired material is deleted. The school expressly prohibits the use of images on any external website (other than the school's own) such as YouTube, Twitter, Facebook, Flickr etc.

## MEDIA COVERAGE

Herries Preparatory School will always notify parents in advance when it expects the press to attend an event in which its pupils are participating and it will make every effort to ensure that children whose parents or guardians have refused permission for images of their children to be used are not photographed by the press.

The school will always complain to the Press Complaints Council (PCC) if the media fails to follow the appropriate code of practice for the protection of young people.

## STAFF INDUCTION

All new teaching and office staff are given guidance on the school's policy on taking, using and storing images of children.

## USE OF CAMERAS AND RECORDING EQUIPMENT BY PARENTS AND GUARDIANS

Parents are welcome to take photographs of their own children taking part in sporting and outdoor events. 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 recording devices with consideration and courtesy for the comfort of others. The school asks parents not to take photographs of other pupils without the prior agreement of that child's parents. Parents are also reminded that copyright issues may prevent the school from permitting the filming or recording of some plays and concerts. Whenever possible, Herries Preparatory School records all plays and concerts and copies are available for parents to purchase.

## CCTV

Herries Preparatory School would like to inform parents that it has Closed Circuit Television Cameras (CCTV) installed on its premises for the sole purpose of surveillance for security reasons. The school believes that CCTV offers improved security protection for both pupils and staff, although it is by no means considered to be

the school's only means of security surveillance. At Herries Preparatory School CCTV is located at the exterior front and back entrance to the school and in the playground. It is not installed in classrooms, changing rooms or toilets.

The Bursar oversees all aspects of the use of surveillance CCTV within the school. Parents are assured that the school does not stream images collected via CCTV to any third parties or outside agencies. Please note, however, that the school may be legally required to provide CCTV footage to the Police or other law enforcement agencies if requested.

## TREATING OTHERS WITH RESPECT

Everyone has a right to feel secure and to be treated with respect, particularly the vulnerable. Harassment and bullying will not be tolerated. The school's anti-bullying and equal opportunities policies are available for parents to view on the school website. All pupils are encouraged to look after each other and to report any concerns about the misuse of technology or a worrying issue to a member of the teaching staff. Pupils are not permitted to have mobile phones with them in school. The use of cameras on mobile phones is not allowed, nor should photography be used in a manner that may offend or cause upset. The misuse of cameras in a way that breaches our policies is always taken seriously and may be the subject of disciplinary procedures.