



**Richard de Clare
Community Academy**

Pupil Images Policy

Reviewed:	May 2018
Next review date:	Summer 2020

Image taking by parents, legal guardians or family members:

- Parents, legal guardians, family members and friends can take images of their child and friends participating in school activities for family and personal use only.
- Parents will be asked for their permission before photography is allowed.
- Before they are allowed to take images during school activities, parents or legal guardians will be reminded of their responsibilities for appropriate use of images.
- Photography and video filming will be limited to designated areas.
- Use of cameras and other equipment will be monitored.

Images for school publications:

- The school will only take and use images that are appropriate and are considered to not be open to misuse.
- Parental permission will be sought on admittance to the school for photography to be used in such publications.
- If an image of a child is used, the child's name **will not** be published. If a name is published, **no image will be used** without specific consent.
- Children will be made aware of why their picture is being taken and how it will be used.
- Children will be given the option to not have their image used if they are the sole focus of the picture.
- Children and parents should be encouraged to recognise the value of group photographs or recordings of school events.
- Images will be kept securely and held by the school for the duration of the pupil's time there, after which they will be destroyed.
- Images of children from the school will not be used to illustrate controversial subjects.

Images for the school website:

- School websites are part of the internet and are more easily accessible than paper based school publications. The school will make sure that only appropriate images are used. Image filenames will avoid using children's names.
- Parental permission will be sought on admittance to the school for photography to be used on the school website.

Webcams:

- Webcams are a useful tool for learning. They can allow an individual or class to interact over the internet with others and support links between pupils in different schools, countries and cultures.
- A webcam will only be used in appropriate circumstances such as a normal class setting.
- Both children and teachers will be made aware of when a webcam is in use.

CCTV:

- The school uses CCTV in some areas of school property as a security measure.

- Cameras will only be used in appropriate areas and there will be/is clear signage indicating where it is in operation.

For additional guidance on CCTV, see Czone pages on data protection at

<https://czone.eastsussex.gov.uk/schoolmanagement/schoolpolicies/dataprotection/Pages/main.aspx>

Children photographing one another:

- Staff will supervise and maintain control over any photographing pupils do during on-school or off-site activities.
- Camera phones are not permitted in changing rooms, toilets, at school discos, on school visits or in any other areas with a heightened expectation of privacy.
- If it is found that cameras or camera phones have been misused, the school will follow its usual disciplinary procedures.

Please note that images taken by the media are not covered by this policy and are subject to a separate set of regulations.