

Photographs of pupils



Next Review Date: May 2020

Responsible Advisory Board: Standards

Photograph Policy

The Kite Academy Trust is obliged to comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 when it takes or publishes photographs of its pupils. The academy trust will always try to act in the best interest of the pupils and, as far as it legally can, it will take parental preferences into account.

The Data Protection Act gives children rights over their own data when they are considered to have adequate capacity to understand. Most children will reach this level of understanding at around age 12. For this reason, as all the schools within the Trust are Infant or Primary the Trust has decided that in the best interests of the child we will ask for parental consent regarding photographs in school while respecting an individual child's right to say they do not want to be photographed.

Ordinarily the following rules will apply to any type of image capture, including photographs and videorecording in our schools.

Photographs & Video's for Internal Use

- The school will take photographs for its own use. Usually these will be unnamed photographs and will generally be for internal school use but may also include photographs for publication, such as photos for the prospectus, or to show as slides at an event for parents.
- Where named photographs are used on display boards which can be seen by visitors to the school only first names will be used. In a Primary school setting photo and first names are used as part of the learning experience to help children recognise their own and school friends names, to encourage inclusivity.
- When the photograph is taken, the pupils will be informed that a photograph is being taken and told what it is for so that they can object if they wish.
- If the school wants to use named photographs for purposes other than display boards as detailed above then it will obtain specific parental consent first.
- Images, particularly those of individual children, should never be stored in personal computers or on personal devices. Arrangements will be made for these to be archived at the school in a designated area of the school network. The school will follow a schedule for the removal/storage of images from tablets/mobile phones/cameras as detailed in the records retention policy.

Reason and purpose

Photographs and video recordings should only be taken by an authorised person who has a suitable reason related to the child or organisation i.e. they are a parent, a relative, or a member of staff.

Photographs and recordings taken by parents as part of school activities such as; sports day, plays, concerts etc., should be used for an individual purpose not a public purpose e.g. not posted on the internet and not passed on to others unconnected with the child. Parents should be made aware that recording or photographing other than for private use would require the consent of the other parents whose children may be captured on film. Without this consent, the (GDPR) Data Protection Act 2018 Act would be breached.

Appropriateness of images

No images can be taken of children which captures them in what are commonly understood as non- public activities like toileting or changing clothes, or which show body parts not usually visible in public settings. Children should be fully clothed. This aspect is particularly important on residential visits where there may be incidents when children take inappropriate photographs, perhaps showing friends and other children inappropriately dressed. Staff will take appropriate steps to ensure that this does not happen, possibly setting out rules for the use of cameras before the visit takes place.

Images involving groups of children should be about the activity, not the individual child.

Media Use

- The school will give proper consideration to the interests of its pupils when deciding whether to allow external organisations to take photographs or to film.
- When the Media are allowed to be present in school or at school events, this will be on the condition that they observe this policy.
- Where the media are allowed to be present at a particular event the school will make sure that pupils and their parents or carers are informed of the media presence. If no objection is received, then the school will assume that unnamed photographs may be published.
- If the Media entity wants to publish named photographs then they must obtain specific consent from parents. The school will require the media entity to check with the school before publication so that the school can check that any objections have been taken into account.

Family Photographs at School Events

- It shall be at the discretion of the school whether photographs may be taken at a school event.
- Family and friends taking photographs for the family album will not be covered by Data Protection legislation. This means for example that you can take photos to share with family members or display in your own home however you should not publish any photographs showing children other than your own on the internet.

Photographs Identifying Medical Risks

- It has been practice in schools to display a photo of a child with an allergy/food intolerance or medical condition in staff rooms and kitchens advising staff of things to be aware of. We are fully aware of our GDPR responsibilities to ensure security of such data however the reason photos are displayed in this way is to ensure that all staff (including new/ temporary/supply staff who might not know all the children yet) are regularly reminded. We ask specific consent to do this. Photos in Kitchens are for the use of catering staff who serve food and are located in positions where staff can see them but are not in sight of other children or staff. All kitchens are locked when catering staff finish work.
- Photos in staff rooms are located in discreet positions and if the room is to be used by anyone other than staff, the photos are covered up.

Expression of Parental Preferences

Name of Child _____

Class _____

School -----

Please tick any that apply:

Photographs & Video :

- I agree that photographs or video recordings of my child taken at the school or at off site activities can be used in school.

- I agree photographs of my child can be used for school/academy use for wider publication:

- School / academy prospectus and similar information

- School/ academy website

I understand that the school will take my preferences into account but that the school must comply with Data Protection Act 2018 which will give my child rights in his / her own data when he / she has adequate capacity and understanding to make decisions about the publication of his / her photographs for him / herself. The Trust has agreed that for children under 12 consent from parents will be sought however individual child's rights to state that they do not want their photograph taken at the time, will be respected

Signed _____

Print Name _____

Relationship to child _____