



Glendower Preparatory School

Taking, Using and Storing Images of Children Policy

2018–2021

Reviewed: January 2018, Neeta Verma
Next Review: January 2021

GLENDOWER PREPARATORY SCHOOL

Taking, Using and Storing Images of Children Policy

2018

Prepared by: Deputy Head and DSL

In discussion with: Headmistress

To be reviewed in: January 2021, when a further review will be carried out by the governing body.

Approved and ratified by the Governors after being supplied with the school's child protection policies and procedures and reviewing the efficiency with which the related duties have been discharged.

This policy also provides for those children in the EYFS.

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

Safeguarding and Child Protection Policy

Acceptable User and Information Security Policy for Staff

Staff Induction Policy

Staff Performance and Dealing with Capability Issues Policy

Staff Code of Conduct: Promoting Safe Practice

Teachers' Standards

At Glendower 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, artistic and sporting endeavours. The school celebrates its diversity and gives all of its many visitors a warm welcome.

The school particularly welcomes parents to its concerts, plays 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 e-bulletins in order to keep them fully abreast with the news of the school's active community.

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 TO TAKING, USING AND STORING IMAGES OF CHILDREN

Parents who accept a place for their child at Glendower 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. This is included in paragraph 5.13 of the school's Terms and Conditions. Full details of the school's Data Protection Policy and of its Records Keeping Policy are available on request.

Pupils like to be photographed and to see 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

Glendower Preparatory School will use photographic images and moving video images (such as recorded on an ipad or tablet) 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, with hard copies being stored in each pupil's 'My Special Book'
- Marketing the school digitally through the website and from time to time through displays at educational fairs and 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 [and form group]
- House

They are securely stored in the password-protected area of the staff database where access is restricted to academic, pastoral and school office staff. Any parent who so requests will be sent a copy of her daughter's photograph.

IMAGES THAT THE SCHOOL USES IN DISPLAYS AND ON ITS WEBSITE

The images that the school uses for displays and communications purposes never identify an individual pupil by their full name. Instead, they name the event, the term and year that the photograph was taken (for example, 'U10 Netball A 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 password-protected section of the school's database. They are reviewed annually and are deleted when no longer required or when a pupil leaves Glendower 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

Glendower 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 including the children of celebrities.

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 on their own without the prior agreement of that child's parents.

The school also asks parents not to take photographs of their child or her fellow pupils in the changing rooms and only in the swimming pool when at a gala or similar competition(s).

Flash photography can disturb others in the audience or even cause distress for those with medical conditions; we therefore ask that it is not used at indoor events.

Parents are also reminded that copyright issues may prevent the school from permitting the filming or recording of some plays and concerts. The school always prints a reminder in the programme of events where issues of copyright apply.

Whenever possible, Glendower Preparatory School records all plays and concerts professionally (not just those where copyright applies). Copies of the DVDs are available for parents to purchase.

CCTV

Glendower 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 Glendower Preparatory School CCTV is located at the exterior entrance to the school just outside the office area and in the playground outside the office of the Headmistress. It is NOT installed in classrooms, changing rooms or toilets. Notices are clearly displayed in the outside areas where CCTV is used.

Glendower Preparatory School is registered with the Information Commissioner's Office and has an appointed data controller who is a member of the school's management team and who oversees all aspects of the use of surveillance CCTV within the school. The school will respond to any 'Subject Access Requests' within 40 days of receipt of the correct request documentation.

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 policy is available for parents to view on the school website. The school is strongly committed to promoting equal opportunities for all regardless of race, gender, gender orientation or physical disability.

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 until the last term of Year 6, and then these are required to be handed in to the office at the start of the day, where they remain until pupils are dismissed to go home. The use of cameras on mobile phones is not allowed in washing and changing areas, nor should photography be used in a manner that may offend or cause upset. The misuse of cameras in a way that breaches our anti-bullying policy is always taken seriously and may be the subject of disciplinary procedures.