



Glendower Preparatory School

# **Taking, Using and Storing Images and Videos of Children Policy**

**2025 - 2026**

Reviewed: July 2025  
Next Review: September 2026

## **1. Introduction**

Glendower Preparatory School is committed to safeguarding and promoting the welfare of all pupils. This policy outlines the School's approach to the taking, using, and storing of images and videos, ensuring that practices align with current safeguarding guidance, including Keeping Children Safe in Education (KCSIE) 2024. This policy applies to all staff, parents, and third parties.

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

- Safeguarding and Child Protection Policy
- Acceptable Use and Information Security Policy
- Staff Code of Conduct
- Privacy and Data Protection Policy

## **2. Uses of Images**

It is expected that Glendower will obtain and store images and videos of all pupils throughout their time at the school. These may be used for the purposes of education, security, health and safety, celebration, communication and marketing.

### **Use of Images for Educational Purposes, Security, Health and Safety**

Glendower Preparatory School reserves the right to use images of pupils for:

- Internal displays on notice boards and within classrooms.
- Evaluating pupil performance in activities such as sports and drama, where image-based feedback may be valuable.
- Documenting pupil achievements in Early Years Foundation Stage (EYFS) portfolios.
- Any other uses considered reasonably necessary for teaching and learning purposes.
- To identify girls for reasons of security, health and safety.

### **Use of Images for Non-Educational Purposes**

Upon accepting a place at Glendower, parents are asked to consent to the school's additional use of images of their daughter according to three categories, Internal Sharing, External Sharing and Social Media - these categories are outlined further below.

#### **Internal Sharing**

Images and videos that may be shared with existing members of our pupil and parent community only – they are not accessible to the public. This might include our weekly newsletter, internally distributed documents (for example, a clubs

brochure), learning platforms such as Tapestry and Seesaw, and any other reasonable uses considered internal facing.

All parents are encouraged to consent to Internal Sharing in order to keep informed about their daughter's time at Glendower and allow her achievements to be celebrated amongst the community.

### **External Sharing**

Images and videos that can be accessed by the public. This might include our school website, externally shared document (for example, a school prospectus), publications with whom we share news, advertising, school directories such as The Good School's Guide, and any other reasonable uses considered external facing. Pupils' names are not published externally alongside her image unless consent is specifically agreed for this.

Please note that the external sharing category does not include sharing on Social Media.

### **Sharing on Social Media**

Images and videos shared on the school's social media accounts, including Instagram, Facebook, LinkedIn etc. Pupils' names are not published on social media alongside her image unless consent is specifically agreed for this.

As part of our admissions information, a record is kept of which of these categories parents have consented or not consented to. This record is consulted whenever an image is considered for use. Should parents wish to change their daughter's image use categories, they should contact [office@glendowerprep.org](mailto:office@glendowerprep.org).

All images will be used respectfully and will not display any child in a manner that could cause distress or breach privacy. Please note, where a parent has not consented to the use of a child's image within an image of multiple children, this image may still be used with the child's face (and any other identifying characteristics) obscured.

## **3. KCSIE Compliance and Safeguarding Protocols**

All staff members receive training on the School's particular policies for taking, using, and storing images of children, ensuring they understand the importance of safeguarding and data protection.

In line with KCSIE 2024, all staff members are trained to:

- Obtain and respect parental consent regarding the use of images.
- Be vigilant and ensure images do not disclose a child's identity without explicit consent.

- Only use images of children in contexts that align with safeguarding policies and the policies regarding parental consent set out in this document.

## **5. Storage and Security of Images**

To maintain security:

- Digital images are stored on password-protected devices accessible only to authorized personnel.
- Hard copies of images, where applicable, are stored in locked files
- Images are reviewed and deleted annually or when no longer needed, in line with the School's Data Retention Policy and Privacy Policy.

## **6. Use of Professional Photographers**

When professional photographers are engaged, they are supervised and required to adhere to Glendower's safeguarding and data protection standards. Parents are informed when professional photography is scheduled, and they may purchase copies of any images.

## **7. Media Coverage**

The School will notify parents if the media is expected at a school event and make efforts to exclude children whose parents have not consented to External Sharing. The School will only release images to external entities that comply with safeguarding standards and will challenge any misuse of images with the Press Complaints Council.

## **8. CCTV Use**

CCTV is installed in specific areas for security purposes. It is located at entry points and external playgrounds but is never used in areas where privacy is expected, such as classrooms, changing rooms, or toilets. All CCTV footage is securely stored and may be disclosed to law enforcement if legally required.

## **9. Parents' Use of Cameras and Recording Equipment**

Parents are welcome to photograph or their children at events, but must:

- Refrain from photographing other children without parental consent.
- Avoid using flash indoors as it may disrupt performances or distress those with sensory sensitivities.
- Adhere to restrictions announced at events.