



Bedford Inclusive Learning
& Training Trust
Achieving • Believing • Collaborating

Use of Images of Pupils Policy

Policy Status: Other

Review Cycle: 2 Years

Owner: Catherine Assink

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Approved by: Trust Board

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Image taking by employees, volunteers or governors

Many academy activities involve the taking or recording of images. This may be undertaken as part of the curriculum, extra school activities, for publicity, or to celebrate achievement. The General Data Protection Regulations 2018 affects the use of photography. An image of a child is personal data and it is, therefore, a requirement under the Act that consent is obtained from the parent or guardian of a child before any images are made such as those used for school websites, notice boards, productions or other purposes.

Employees, governors and volunteers need to be aware of the potential for such images to be misused to create indecent images of children and/or for 'grooming' purposes. Careful consideration should be given as to how these activities are organised and undertaken. There should be an agreement as to whether the images will be destroyed or retained for further use, where these will be stored and who will have access to them.

Adults should remain sensitive to any pupil who appears uncomfortable and should recognise the potential for misinterpretation. It is also important to take into account the wishes of the child, remembering that some children do not wish to have their photograph taken.

Adults should only use equipment provided or authorised by the academy to make/take images and should not use personal mobile phones or any other similar devices to make/take images.

The following guidance must be followed:

- if a photograph is used, avoid naming the pupil on online platforms
- if the pupil is named, avoid using the photograph;
- photographs/images must be securely stored and used only by those authorised to do so
- be clear about the purpose of the activity and about what will happen to the photographs/images when the lesson/activity is concluded
- ensure that all photographs/images are available for scrutiny in order to screen for acceptability
- be able to justify the photographs/images made
- be mindful of the increased risk of misinterpretation if taking photographs in one to one situations
- do not take, display or distribute photographs/images of pupils unless there is consent to do so.

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 academy activities for family and personal use.
- Before they are allowed to take images during academy activities, parents or legal guardians have to sign an agreement that any images they take will not be used inappropriately.
- Photography and video filming will be limited to designated areas.
- Use of cameras and other equipment will be monitored as part of safeguarding.

Images for Academy publications or websites

- Academies will only take and use images that are appropriate and are considered to not be open to misuse.
- 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.
- With due consideration for pupil's age and cognition, pupils may be made aware of why their picture is being taken and how it will be used.
- Pupils 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 academy events.

- Images will be kept securely and held by the academy for the duration of the pupil's time there, after which they will be destroyed.
- Images of children from the academy will not be used to illustrate controversial subjects.
- Academy websites are part of the internet and are more easily accessible than paper based academy publications. The academy will make sure that only appropriate images are used. Image filenames will avoid using children's names.

Webcams/Video Cameras

- Webcams and video cameras are useful tools for learning. They can allow an individual or class to interact over the internet with others and support links between pupils in different academies, countries and cultures.
- A webcam/video camera 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 or video camera is in use.

CCTV

- Academies may use CCTV in some areas of academy 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.

Children photographing one another

- Staff will supervise and maintain control over any photographing pupils do during on-site or off-site activities.
- Camera phones are less visible and can be used to bully or take inappropriate images.
- If it is academy policy to allow pupils to bring camera phones on site, their use should not be permitted in changing rooms, toilets or in other areas with a heightened expectation of privacy.
- If it is found that cameras or camera phones have been misused, the academy will follow its usual disciplinary procedures.

Safeguarding

- Staff should not photograph a child's injuries unless directed to do so by a DSL or other medical professional.
- Staff should only photograph pupils if they have parent/carers consent to do so.

Media Use

Photographs taken by the media at academy events will only be permitted if authorised by the academy. Staff, pupils, parents and visitors will be made aware of this and the subsequent use of the photograph at the event.

Reference Information

The Data Protection Act Code of Practice

<https://ico.org.uk/for-the-public/schools/photos/>