



## Kingsway Infant School

### Photographic Images Policy

Kingsway Infant School is mindful of the "Good Practice Guidance" provided by the Information Commissioners Office (June 2010) together with compliance with the Data Protection Act 1998.

*See also eSafety and Data Security Policy – Safe Use of Images*

#### **Data Protection**

The Data Protection Act places certain duties on us to ensure that we have relevant consent to take and publish images and that we keep all data secure. Always ensure that you have checked whether there are reasons that a particular person cannot be photographed or identified, especially if it is a child. You must obtain the permission of all the people who will appear in a photograph, video or webcam image before you record the footage. That means children as well as adults.

On entry to Kingsway Infant school, Parents/Guardians will be asked to state, in writing, whether or not they agree to their child being photographed or filmed. This permission will apply to the whole time the child remains at Kingsway Infant School unless changed in writing.

Photographs/films may be used by the school as follows:

- General Class work
- School Trips
- General Classroom/School Displays
- Assessment

(Example: children/staff/adults may take pictures of each other using digital cameras and use them for work)

- School brochures and publications
- Publication on the school website and on Twitter @kingswayinfs
- Publication in news/media

(Example: a news reporter/photographer may publish an article and supporting photo)

Photographs/films will be of a general nature and appropriate to the topic. Children will be appropriately dressed.

See school website 'School Guide for safe and responsible use of images'.



## **Storage**

Photographs/films may be stored on the school's computers, users authorised by the school, or the website host server and general access by personnel authorised by the school will be allowed.

Class Teachers have the responsibility of deleting the images when they are no longer required, or when the pupil has left the school.

## **Exceptions**

Photos taken purely for personal use are exempt from the Act.

However, Kingsway Infant School is mindful of the need to protect vulnerable children in certain instances. It is important that vulnerable children should not feel excluded and therefore the Head Teacher has discretion to ban the taking of photographs (including camera phones) or film which may, even unintentionally, include a protected child. An example of this is during a whole school or year group performance. Notice will be given to this effect and all visitors are requested to abide by it. Opportunities will be given for group or individual photographs at the end or staff, sensitive to the issues, will take film/photographs during the performance or dress rehearsal.

## **Annual School Photos**

Notice will be given of the date when an official photographer will take class/individual photographs. Parents/guardians may withdraw their child(ren) if they do not wish their photograph to be taken in this way.

## **Official school use**

The terms of the Act apply to images stored electronically with other personal data. These images will be stored in a secure area with restricted access.

## **Staff Guidance**

For their own protection, it is not advisable for staff members to use their own personal digital cameras or camera phones at school or on trips. School cameras, iPods and iPads should only be used.

Cameras, including those on phones, should not be used in changing rooms (e.g. swimming) or any other areas where children may be inappropriately dressed.

Helpers and other adults should also be advised against using personal cameras/camera phones.

Staff needing clarification about the taking and use of photographs/films should seek advice from the Head Teacher.