

THORPE HALL SCHOOL

Images of Children Policy

(other than EYFS)

THE APPLICATION OF DATA PROTECTION LAWS TO TAKING, USING AND STORING IMAGES OF CHILDREN

Parents who accept a place for their child at Thorpe Hall School agree to the school using photographs of their child and information relating to his/her achievements for promotional purposes which may be published in the prospectus or on the website, as well as displayed within the premises, and in bulletins sent to the school community as outlined in the Terms & Conditions. The school's Data Privacy Notice is published on the school website and available upon request from the school office.

USE OF IMAGES: DISPLAYS ETC.

Thorpe Hall School will use photographic images of its pupils for the following purposes:

- Internal displays (including clips of moving images) on digital and conventional noticeboards within the school premises
- Communications with the school community (parents, pupils, staff, Governors and alumni) via the school's website
- Marketing the school digitally through the website and through the school's prospectus, through displays at educational fairs and other marketing functions and by other means

USE OF IMAGES: INTERNAL IDENTIFICATION

All pupils are photographed from time to time for identification use by staff using the school's management of information system.

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 his or her son or daughter's photograph.

IMAGES THAT THE SCHOOL USES IN DISPLAYS AND ON ITS WEBSITE

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 or school network. They are reviewed annually and are deleted when no longer required or when a pupil leaves Thorpe Hall School.

MEDIA COVERAGE

Thorpe Hall School will always try to 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 reserves the right to require parents not to take photos at a school event if it so judges.

Parents may not take photographs of their child or his/her fellow pupils in the changing rooms.

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.

TREATING OTHERS WITH RESPECT

Everyone has a right to feel secure and to be treated with respect. Harassment and bullying will not be tolerated. The school's anti-bullying policy is available on the school's website. The school is strongly committed to promoting equal opportunities for all regardless of race, creed, gender, gender orientation or physical disability.

All pupils and staff are encouraged to report any concerns about the misuse of technology to the Headteacher. The use of cameras, cameras on mobile phones and/or iPads by pupils is not allowed without express permission from a member of staff. Staff may only use cameras, cameras on mobile phones and/or iPads in a manner that is strictly in accordance with the guidance in this policy and which, in any case, does offend or cause upset. The misuse of cameras by staff or pupils in a way that breaches our anti-bullying policy is always taken seriously and may be the subject of disciplinary procedures. (EYFS staff have a separate policy)

This policy will be reviewed annually by the Board of Governors.

Next review date: Feb 19