

**Digital images policy**

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| **Date:** | January 2021 |
| **Date approved by Management Committee:** | January 31st 2021 |
| **Signature of Chair of Management Committee** | Sue Cain |
| **To be reviewed:** | Annually |

**Introduction**

To enhance learning opportunities, children and teachers are using digital cameras and videos as a means of collecting evidence for assessment, class assemblies and productions, school trips and other first-hand experiences.

Furthermore, images of children are used in school promotions in the form of the school brochure, website, displays or press coverage.

**Staff responsibilities - Planning images of pupils**

Images and details of pupils published together allow for the remote possibility that people outside the school could identify them and attempt to contact pupils directly. Staff must ensure these guidelines are followed to minimise the risk of such unsolicited attention.

* Where possible, use general shots of classrooms or group activities rather than close up pictures of individual children. Photographs taken from over the shoulder or behind are less identifiable.
* Use images of children dressed suitably and never images of children getting changed.
* Images of children participating in PE may be used if care is taken to protect their identity and modesty. Images of children participating in swimming lessons **should not** be used.
* Include images of children from different ethnic backgrounds and positive images of those with disabilities, to promote school as an inclusive community and to comply with the Disability Discrimination Act.
* Consider whether it is necessary to use photographs of children when a photograph of their work may be sufficient instead.
* When no longer needed, photographs are to be disposed of by being returned to the child or parents, or shredded. **Photographs should not be disposed of using general waste.**
* Care should be taken when using children’s images in work books. Images of other children should only be used if we have permission to use their image on the website.

**Identifying children and young people**

When publishing photographs in a brochure or website, school must ensure:

* If the pupil is named, avoid using their photograph. If the photograph is used, avoid naming the pupil. If a name is used with a photograph, only a first name should be used (for example when showing off a child’s achievements).
* The minimum amount of information is used. It is not necessary to accompany a picture with the pupils’ names, year group and school.
* Members of staff can take photographs and videos of children for educational purposes as a record of their learning but must only use school-based digital cameras or videos. **Personal mobile phones are not to be used.**
* Images must be stored securely on encrypted memory sticks or on the secure Staff Share. Images can be stored on school systems for pupils (Pupil Share) if necessary, but careful consideration should be taken due to the fact that this can be accessed by others around school.

**GDPR**

* All data is processed in accordance with the requirements of the General Data Protection Regulation (GDPR). Digital images of children should be deleted when the child leaves the school.

**Parental consent and responsibility**

* Parental consent regarding use of their child’s image will be sought when a child begins at school and will last for the period of time that the child attends the school. Consent may be withdrawn at any time and should be done in writing. Additional consent forms may be sent out during the child’s life at school to check if permissions have changed (for example for specific trips/activities). Consent can be given in writing by parents for special occasions such as school trips, residential trips and class assemblies but this should be recorded and retained by the class teacher.
* Parental permission is sought for photographs used by external agencies such as local newspapers or educational publications. Children’s images should only be used for press purposes if press permission has been sought.
* Parents or carers must also give permission for photographs or videos of children to be posted on our website or used in our prospectus. This will come as part of the parental consent form sent out when a child starts school. Under no circumstances do full names appear alongside images. First names can be used only if needed. (See Appendix)
* In addition, parents have the right to take photographs or videos of class assemblies and school events as long as it is for personal and family use only, to comply with the General Data Protection Regulation. Parents are required to sign to agree to this in addition to giving permission for their own child’s photograph to be used. (See Appendix) Parents also have to sign to say that they will not post images of any other children in school on social media pages. This includes images taken during class assemblies and performances. The member of staff leading the class assembly will also give a verbal reminder of this.
* It is imperative that any photos of children taken by staff or parents are not uploaded to social network sites. Parents must sign an acceptable use policy to agree this before children can use the ICT equipment in school.
* Staff are to be vigilant at school events and to approach and question any person taking photographs or videos who they do not recognise.

**Roles and Responsibilities**

All staff shall be aware of the policy and how to use it effectively to ensure high standards.

Data Protection Officer is Claire Fletcher

Management Committee member responsible for Data Protection Sue Cain

**Monitoring and Evaluation**

This Policy has been reviewed in response to the introduction of the GDPR and will be thereafter reviewed annually. The Data Protection officer will oversee the implementation of this policy and related procedures.

**Appendix 1**

**Consent form**

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| **THIS SECTION RELATES TO YOUR PERMISSIONS, AGREEMENTS AND CONSENT** | | | | |
| Please read the following and tick if you understand and agree, if you do not agree to these please write “Don’t agree”. | | | | |
| I understand that the Bishopton Behaviour Policy includes the use of reasonable force where necessary. | | | |  |
| I understand that my child must hand in their mobile phones at the start of the day. | | | |  |
| I understand and agree with the Bishopton’s acceptable use of ICT policy and I am aware that inappropriate use of the internet by my child will be dealt with in conjunction with pupil user protocol. | | | |  |
| I understand that my child must use social media responsibly at all times. | | | |  |
| I understand that photographs or videos of my child may be taken in order to complete portfolios of work, for publicity materials and held for identification and security purposes on our system. | | | |  |
| I understand and agree that my child’s work may be displayed in classrooms if deemed suitable to do so. | | | |  |
| I understand that my child will take part in off-site visits and or provision in another setting and I give my permission for this to happen. | | | |  |
| I understand that my child may take part in a range of outdoor educational activities and I give my permission for this to happen. Also my child may go off site for lunch as required. | | | |  |
| I understand that my child is prohibited from smoking on the school premises and will be sanctioned accordingly if caught doing so. | | | |  |
| I understand that the consumption of alcohol and/or other illegal substances are strictly prohibited and if it is suspected that your child is under the influence the school will send the pupil home upon contacting you. | | | |  |
| I understand that if my child breaks the law the police may be informed and action may be taken. | | | |  |
| I understand that any damage caused by my child including in taxis and minibuses may result in parents/carers being charged to cover the costs of the repair. | | | |  |
| I understand that I must ring the school if my child is going to be absent as soon as possible. | | | |  |
| Please read through and give your permission for the following: | | | | |
| To watch age appropriate and relevant documentaries, films or footage as part of their education. | | | |  |
| To access Personal, Social and Health education including age appropriate sex and relationships education. | | | |  |
| To access the school nurse if deemed appropriate and necessary. | | | |  |
| To access Educational Psychology Services if deemed appropriate and necessary. | | | |  |
| To access Child and Adult Mental Health Services if deemed appropriate and necessary. | | | |  |
| To access Drug and Alcohol services if deemed appropriate and necessary. | | | |  |
| To access Speech and Language services if deemed appropriate and necessary. | | | |  |
| To access Youth Offending Services if deemed appropriate and necessary. | | | |  |
| To access Youth Direction (Careers Advise) as part of their educational offer. | | | |  |
| To access other counselling and therapeutic services if deemed appropriate and necessary. | | | |  |
| To be allowed to go off site for lunch (Year 11’s ONLY) | | | |  |
| If your child receives one to one tuition from home please ensure the following (please tick to say you agree): | | | | |
| Your child is awake and has eaten their breakfast and/or lunch before the teacher arrives. | | | |  |
| Your child is dressed appropriately and ready to learn before the teacher arrives. | | | |  |
| Your child does not have their mobile phone with them or any other transmitting device unless the teacher has directed them to do so. | | | |  |
| You have provided a quiet space with a table for your child and the teacher to work free from noise and distraction. | | | |  |
| The television (if it is in the room that your child and the teacher are working in) is switched off. | | | |  |
| That there is a parent or responsible adult present in the home. | | | |  |
| That all people present in the house refrain from smoking in the house while the teacher is present. | | | |  |
| **I hereby declare that have read all of the above carefully and have given my agreement, permission and consent to everything listed. Please note that by signing this I have also given permission for the school to act as “Loco- Parentis” I understand the term ‘Loco-Parentis’ means that the accompanying staff shall have the equivalent authority in respect of my child regarding discipline and welfare that I have.** | | | | |
| Signature: |  | Date: |  | |