



'Our School is a Christian community in which pupils, staff, parents, governors and parishioners are working together, within a safe, healthy and stimulating learning environment, to achieve education of the highest possible quality, in order to prepare pupils to meet the challenge of their futures.'

'We celebrate the value of each child and set high expectations of them in our endeavours to sustain and develop their gifts and talents.'

Date Adopted	Summer 2 2023
Signed (Governors)	Robin Lord
Signed (Headteacher)	E A Travis
Date for review	Summer 2 2024

This document details the Imaging Policy of Holy Trinity Church of England School Dobcross.

Definition

Within the policy, the use of the words Image or Imaging refers to all types of photographic recording. This includes, for example: traditional photography, traditional 'cine' film footage, digital still photography and both analogue and digital video recordings. This list should not be considered as exhaustive.

Introduction

Imaging in schools is now an integral part of the curriculum. It is impossible to deliver the full scope of the modern curriculum without the use of imaging. Imaging will take place within the school. This policy is designed to apply a 'common sense' approach to imaging in school, whilst meeting the needs of the school stakeholders and the legal requirements of the Data Protection Act (2018).

Scope

This policy applies to imaging, which takes place on school property or during trips, visits and events that take place away from the school. It applies to both the pupils and staff of the school.

Uses of Imaging

Images taken in school will be used primarily in direct support of the curriculum and for displays within the school. They may also be used in the following ways: in school promotional materials, such as the School Prospectus, for retention in the school archive, for use on the school website, for use by the Local Education Authority. This list is not intended to be exclusive.

These images may be stored in both electronic and physical formats.

Images will not be released for use outside the school without the permission of the Headteacher or their deputy.

Privacy

In order to offer a degree of privacy, any subject within an image will not be identified. This will be achieved by the use of alphabetical lists of names and/or the use of initials not first names.

Dress code

Images will only be taken when appropriate dress is being worn e.g. school uniform or sports kit. Images will not normally be taken at swimming events.

Media

In the event of media (for example television or the newspapers) being invited to private school events this policy will still apply. It will not apply to public events.

School Photographs

The policy will not apply to school photographs for both individuals and class groups as these images are owned by the person taking the images.

Photographs taken by families

The school permits families and friends of the school to take images at school events. These photographs are considered for personal use. The school will make an announcement at the beginning of these events reminding the audience of this. Photographs of children, other than your own, must not be shared via social media sites or the internet. The school can withdraw the rights of parents to take photographs in school at any time.

Data Protection Act

Some images will be governed by the scope of the current data protection legislation. Where this is the case, the school will comply with this legislation.

In order to meet the current requirements of The Data Protection Act, the school requires that all parents or guardians of pupils acknowledge that their child may be photographed in school; this applies to staff of the school.

This acknowledgment will be in the form of an individual letter at the start of the individual's school career.

Exemptions

If a situation falls outside the scope of this policy, then the school will contact the subject, their parents or guardian to clarify the situation.

If a pupil, parent or guardian wishes to be excluded from this policy they should contact the Headteacher.

All parents/carers are asked to sign a letter of consent (appendix 1 and appendix 2) when their children enters school. Any changes to the permissions is the responsibility of the parent/carer to inform the school.

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Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy.

All data will be handled in accordance with the school's Data Protection Policy.

Data Audit For This Policy					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Consent for taking and using images	Names, parental signature, class	Legally required to gain permission from parents/carers to take and use any images of their child	All Staff (Where Necessary)	Initially Completed On Paper Then Entered Onto School's Information Management System Paper Version is Shredded	Held On File Throughout Child's Time At School Information is deleted once the child leaves this school

As such, our assessment is that this policy :

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level Of Data Compliance Requirements
		✓

APPENDIX 1

Dear Parent/Guardian

TAKING AND USING IMAGES OF CHILDREN IN SCHOOL

During the school year we may take photographs of children in school or record them on video or webcam. Imaging has become an integral part of the school curriculum and greatly benefits the children's learning. However, in order to comply with the Data Protection Act (2018) and to behave responsibly towards our pupils, we need to inform you about our photographing or recording of your child for school purposes.

The circumstances in which we take photographs or make recordings in school and the ways we use them are as follows:-

- Photographs: **of class and related activities; used in school or LEA prospectus and on project display boards to promote the school and children's work.**
- Video/Webcam recordings: **of a wide range of class activities as an increasingly important part of the curriculum and as a training aid.**
- School Website: **photographs and recording, as above, used on the Website which we are currently developing to promote the school and widen communication between parents and school.**
- Media: **occasionally local newspapers or television teams may come into school to feature noteworthy events.**

We have drawn up the following conditions of use to comply with Data Protection legislation and to prevent misuse of any images of your child:-

- No use of personal details: **Children will not be identified in any digital photograph, video footage or web transmissions.**
- Names and photographs will not appear together in school printed material: **any photograph of an individual child will not be named in the accompanying text; where a child is named there will be no photograph included. Names will either be withheld or given in alphabetical order in newspaper photographs.**
- No individual identification in group images: **classroom photographs or footage will not name individual children and will have only a general descriptive label.**
- Dress: **photographs or recordings will only be used of children who are suitably dressed.**

There are two further points:-

- **The use of camera phones by anyone within school is forbidden under our mobile phones policy.**
- **We appreciate that parents themselves may want to photograph or video their children at school events, such as musical performances and Sports Day. These images are exempt from the Data Protection Act as long as they are for personal family use only. Parents are free to photograph or record these events for this purpose.**

If you are NOT agreeable to photographs or recordings of your child being taken and used as set out above please contact the Head Teacher, in writing, within the next 14 days.

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If we do not hear from you within that time we will take it that we have your permission to take and use images of your child, according to our conditions of use, throughout the period he or she attends this school.

WE NEED TO KNOW THAT YOU HAVE RECEIVED THIS LETTER SO PLEASE CAN YOU COMPLETE THE TEAR-OFF SLIP BELOW.

Yours sincerely

Miss Travis

Headteacher

I have received and read your letter on taking and using images of children at Dobcross School

Parent of **Year**

Signed

Date

APPENDIX 2

Dear Parents,

School now has a Twitter Account. Please follow us:

@dobcrossschool.

We would like to be able to post pictures of activities taking place in school and confirm that names will NOT be posted with any pictures of the children.

Please contact the school office, in writing or on the above email address, if you do not want your child's photograph to be used.

Regards,

Miss Travis