

Growing Together Federation

Bowerdean Nursery School

Henry Allen Nursery School

Mapledean Nursery School

DIGITAL IMAGES POLICY

Children's photographs add colour, life and interest to materials and articles, promoting school activities and recognising success. We understand how this can increase pupil motivation and help the school and its' wider community to identify and celebrate the achievements of the Growing Together Federation.

However, in order to respect the children's, parents' and staff's rights to privacy and because of child protection issues, we recognise that all images must be used in a proper and responsible way, complying with the law and preserving the safety of children. The Growing Together Federation is committed to safeguarding and promoting the welfare of all children and expects all staff, pupils and their families to share in this commitment.

This policy seeks to achieve a practical balance between the benefits of the use of digital image technology and compliance with the data protection law and child protection issues as set out in the Data Protection Act 2018.

Data Protection Act 2018

Under the terms of the above act, images of pupils or staff must not be displayed in any public place without the consent of parents/carers. All parents/carers are requested to sign an authorisation form on entry into the school.

- Printed publications including internal and external publications e.g. school newsletters.
- Media
 - The school website where hosted photos will not be captioned with children's names. No personal data will be shared.
- Video
- Social Media

Safeguarding

The school seeks parental permission for images of pupils to be used for any school, Local Authority or any other publicity purposes. In all published images, pupils are to be appropriately dressed and positioned. There are to be no names and images published together, unless prior specific consent is sought from parents. The head teacher will also decide whether the publication of a photograph might pose a risk to any child who is considered 'vulnerable'. The head teacher will decide whether the publication of a child might pose a risk to a child.

Photographs and Video Filming by Parents/Carers.

It is recognised that events such as school concerts, plays or sports day are activities which parents/carers will wish to record. Parents and carers are permitted to record or film digital images of their own children but are advised that such recordings are for their own 'family album' and are not to be published.

Camera Phones / Staff Cameras/School Cameras

Staff must not use personal phone cameras to record images of pupils. Similarly, staff are not permitted to use their own personal cameras in school to record pupil images. All teaching staff have access to school equipment for this purpose as appropriate. Cameras, tablets, memory cards and stored pupil images remain only in school.

External Photographers

It is the school's responsibility to ensure that any photographer understands data protection considerations and is capable of meeting all responsibilities and obligations. The school must ensure that any external photographer has an up to date DBS check. The relationship between the school and the photographer will be regulated by a written contract which will include the following:

- the photographer shall only use the visual images for the purposes indicated by the school.
- visual images shall be made available to the pupils or their parents for their personal use.
- the retention period.
- Safe and secure storage arrangements.
- The photographer will not have unsupervised access to children.

Retention Period

Any digital images taken, whether by the school or a commercial photographer, must be stored securely for a period not exceeding five years. However, where visual images form part of the historical records of the school these may be retained for an indefinite period of time.

Other Purposes

Information in relation to a child on admission in the school and for school record purposes may include a visual image of the child. This does not require parental permission.

Complaints Procedure

Parents should follow the school's normal complaint procedure. Incidents of inappropriate or intrusive photography should be reported to the Headteacher or Governing Body. In the unlikely case of concerns regarding the use of photographs by the press, complaints should be addressed to the 'Press Complaints Commission' or the 'Office of Communications' (OFCOM) in the case of TV companies.

Review This policy will be reviewed annually by the Governing Body and the staff in line with the Safeguarding Policy, in view of the continual advances in technology.

The Growing Together Federation External Photographers Contract

I understand the data protection considerations and are capable of meeting all responsibilities and obligations.

I shall only use the visual images for the purposes indicated by the school.

Visual images shall be made available to the pupils or their parents only for personal use, either by the school itself or by the photographer.

All images are stored safely and securely.

All images will be deleted within a three year period of the date below. I will not have unsupervised access to children.

I have DBS clearance which has been seen by the school.

Signed
(Photographer).....

Signed
(on behalf of The Growing Together Federation)
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Date:.....