



## **Farnborough Road Infant School** **Recording and Use of Images Policy**

“Learning, Caring and Achieving Together”

### **Aims**

To ensure safe and appropriate use of cameras and images through agreed acceptable use procedures.

### **Rational**

The use of cameras on iPads is considered an essential and integral part of everyday life. As such, children and staff and leaders should be encouraged to model use of such technology in a positive and responsible way.

It has to be recognised however the potential for images to be misused and inevitably there will be concerns about the risk to which young people may be exposed. It must be acknowledged that technology itself will not present the greatest risks; it is the behaviours of those using the equipment that may.

This policy has been based on guidance from Sefton LA, which in turn was informed by current practice across the country, DFE guidelines and the Data Protection Act 1998, General Data Protection Regulation 2018.

### **Ethos**

At Farnborough Road Infant School, a proactive and protective ethos, clear policies and procedures and close monitoring will ensure that the use of cameras and images will be used responsibly in order to promote effective safeguarding practice.

Photographs will be used at Farnborough Road Infant School to evidence progress and learning, celebrate and share achievement and to promote the school.

We respect children’s and parents’ rights of privacy and be aware of potential child protection issues and make every reasonable effort to minimise the risk to children by following the guidelines detailed in this policy.

Written permission from parents or carers will be obtained before images/videos of children are taken and used in school. Additional consent will be sought for images taken and being used offsite for publicity purposes (such as brochures or publications), or professional, marketing, training or any other such purposes.

### **Implementation**

- Photographic equipment used will be for work related purposes only.
- Use of personal equipment by staff, volunteers and children to take images is prohibited.
- The use of personal USB sticks/Memory devices for transportation of images is prohibited.
- Images stored on school equipment (Ipads, laptops) should be password protected.
- Images will not be kept for longer than is to be considered necessary. The class teacher will ensure that all photographs are permanently wiped from computer hard and portable drives or other relevant devices once the children are no longer pupils of Farnborough Road Infant School.
- The school will only take and use images of children who are suitably dressed.
- Staff will be aware of acceptable use rules regarding children’s use of IPads and will ensure that children are appropriately supervised when taking images for official or curriculum purposes.

**Senior Leaders and school governors reserve the right to monitor and view any images taken on school devices. School devices and images taken must be readily available for scrutiny and be able to justify any images in their possession.**

The school’s IT technical support alongside the Computing Leader, will be responsible for ensuring images stored on the server are safe at all times and not at risk.

## **Child Protection**

There may be a risk when individual pupils can be identified in photographs. For this reason, Farnborough Road Infant School have developed this policy to make every effort to minimise risk. In the event of the inappropriate use of children's photographs the Headteacher will inform the Local Authority Designated Officer and Social Care and / or the Police as may be appropriate.

## **Data Protection Act 1998 and GDPR 2018**

Photographs and video images of pupils and staff are classed as personal data under the terms of the Data Protection Act 1998 and GPDR 2018. Therefore, using such images for school publicity purposes requires the consent of either the individual concerned or in the case of pupils, their legal guardians.

Farnborough Road Infant School will not display images of pupils or staff on websites, in publications or in a public place without such consent. The definition of a public place includes areas where visitors to the school have access.

Photographs taken and stored in a cloud or uploaded to web based services will be risk assessed.

IClouds used will be UK based (thus abiding by the UK Data Protection Act) and have the highest level of security encryption.

External and/or professional photographers will sign an agreement which ensures compliance with the Data Protection Act 1998 and GDPR 2018 and that images will only be used for a specific purpose, subject to parental consent.

Photographers will not have unsupervised access to children and young people.

Where photographs are taken at an event attended by large crowds, this is regarded as a public area so it is not necessary to obtain permission from everyone in a crowd shot.

The Data Protection Act or GDPR does not apply to photographs or films taken for personal use by family and friends.

Parents can take photographs and videos of events for their own personal and family use, as they are not covered by the Data Protection Act. However, to avoid potential difficulties in this area, we ask parents relatives of pupils not to take any photographs or video film during school events as they are likely to contain images of other children who will not have given permission to be filmed or photographed. Therefore, only members of staff will take photographs and circulate images from events. Our advice is that any manipulation or distribution of images of children could result in a criminal prosecution.

Before an event, there is a verbal reminder:

"No photographs or video film should be taken by parents or relatives during this event for Safeguarding reasons. "

Recording and/or photographing would require the consent of the other parent whose children may be captured on films. Without this consent the Data Protection Act 1998 would be breached.

## **School Website**

At Farnborough Road Infant School we are aware of the potential risk of inappropriate use of images because of the lack of control over who might see the images placed on our website or social media pages and the wide extent of the misuse of the Internet by certain people.

We will seek the consent of parents regarding the use of images on the Internet. The following procedures will help to reduce the risk to children and families.

- Images or videos that include children will be selected carefully when used online.
- Children's names will not be used on the website or on social media in association with images and videos.
- Any apps, websites or third party companies used to share, host or access children's images will be risk assessed prior to use.

The school will ensure that images are held in accordance with the Data Protection Act and GDPR and suitable child protection requirements (if necessary) are in place.

## **Camera Phones**

Concerns have been expressed about the risks posed directly and indirectly to children through the use of camera phones on school premises. In order to minimise this risk, the following procedures will reduce any risks to children.

- Staff, volunteers and trainees will only use mobile phones in office areas, the staff room or areas away from the children while school is in session;

- Visitors will be advised of the ban on the use of camera phones in school and, wherever possible, will be accompanied by a member of staff during the duration of the visit.
- Mobile phones are not permitted for children in school. If children bring a mobile phone into school, this is taken to the office by a member of staff and parents are contacted to come and collect the phone as soon as possible. The phone will be stored in a secure place until it is collected, however we reserve the right to take responsibility for mobile phones brought onto the premises by children.

See Parent Information and Consent Forms signed by parents on entry to Farnborough Road Infant School.

This policy will be reviewed regularly.

**Updated February 2024**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_ **Headteacher**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_ **Chair of Governors**