



Thomas Bewick School

Reproduction of Images of Children Procedure 2019-2021

Thomas Bewick School takes its role in safeguarding and promoting the welfare of pupils very seriously. In order to ensure we protect pupils and staff this procedure clarifies existing procedures and is intended to reassure parents/carers, staff and governors that all reasonable steps will be taken to avoid any situation where inappropriate use of images could be a cause for concern.

School

1. The school seeks consent from all parents/carers to use photographic images of pupils for genuine educational purposes. These include: school publicity; demonstrating good practice; as Ofsted evidence; for internal displays; school website and school approved social networks; and for use within pupil's own assessment records.
2. When images are to be used outside the school setting and the names of pupils may be included, further individual permission is requested from parents on each occasion. Examples could include a positive press release.
3. Consent is obtained from parents on their child's admission to the school and this information is kept centrally at the school office and is locked away outside school working hours. If parents wish to change their consents they should contact the school office.
4. Great care is taken to ensure that all appropriate staff are aware of pupils in vulnerable circumstances where extra care must be taken to protect identities or where greater than usual levels of confidentiality are necessary.
5. All staff are made aware that images of pupils must not be taken on any equipment other than school issued cameras and that images of pupils must not be stored on anything other than school computers/networks.
6. Staff are also informed of the need to delete all unnecessary images on a regular basis and never to send electronic images to a third party without the permission of the Head Teacher. Under no circumstances should any images ever be used on social networking sites without parental permission.
7. Parents/carers are advised both verbally and via newsletters and notices that any images (still or video) taken at "public" events such as nativity plays, must only be for their own personal and domestic purposes and should not be distributed to outside agencies such as the media. This is in line with the Data Protection Act 2018 which provides for an exemption if parents are informed in advance. This will enable them to express a wish that their child does not participate if any images may be taken at a specific event – nativity plays being the most obvious.

Staff

1. Staff mobile phones should not be used for capturing/storing images of pupils as these are the personal property of members of staff and could easily be accessed by a third party or misplaced out of school.
2. No images of pupils should ever be kept on an employee's personal computers.
3. Staff should ensure that pupils are appropriately clothed when participating in any activity where practitioners may be taking photographs.

Parents

1. Parents are welcome to take photographs of their child(ren) during school events, however should be aware of the danger of placing any photographs of children on social media sites.
2. Parents may be in breach of the Data Protection Act if they upload photos of other children onto social network sites without consent.
3. Parents should be aware that their child may inadvertently be included in photographs taken by another parent, but that parents have been warned of the legal and safeguarding risks of publishing such photographs on any platform.
4. Please do not take photographs of any children, except your own, when they are wearing swimming trunks, swimming costumes or are in a state of undress.
5. Please be aware that we encourage our staff to be vigilant and to report any concerns about the conduct of any parent or any other person when photographs are being taken.

Revision Record of Published Versions			
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J McCreery	Nov 2015	1.1	Approved by Premises Committee 09/11/15
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Photographs and Video Recordings

Some parents may take photographs or videos of their children at this event. It is the school's policy that this is acceptable providing it is for genuine personal use.

Please be aware that you should not place any photographs of other children on social media sites, or any other platform, without parental consent or you will be in breach of the Data Protection Act