

Littleton Academy
Honiton
People, Curriculum & Learning Committee

Policy	Obtaining and using images of people in school		
Policy No.	School Management 28	Version No.	1
Applies to	All stakeholders in the school: staff, children, parents and other adults in the school		
Aim	To ensure that anyone obtaining and using an image of a person in the school does so in full compliance with the Data Protection Act 1998 and with an awareness of that person's safety and security.		
Regulations and related documents	Data Protection Act 1998 Guidance for Safe Working Practice for the Protection of Children in Education Settings, DES January 2005 section 26 Guidance on Obtaining and Using Images in Schools, Devon County Council Version 1.0, February 2006		
Policy approved	<i>June 2011</i>	Next Review	<i>June 2015</i>
Definitions	None		

Overall summary of the Policy
<p>The school's policy about obtaining and using images of people in school is to follow the guidance issued by Devon County Council on Obtaining and Using Images in Schools, Version 1.0, February 2006. This guidance can be referenced online at: http://www.devon.gov.uk/dgfl-dccguidelinesontakingimagesversion.pdf</p> <p>Anyone obtaining and using images of children at the school must also be aware of section 26 in the Guidance for Safe Working Practice for the Protection of Children in Education Settings, DES January 2005. Section 26 deals with special consideration that adults should take when images include children.</p> <p>In particular:</p> <ul style="list-style-type: none"> • If the image is used, the child should not be named • If the child is named, an image should not be shown • The school should always establish whether the image will be retained and for what use. • Images held in school should be securely stored and used only by those authorised to do so and for the purpose for which the images were originally obtained <p>If parents are filming their children, they will be reminded, on each occasion, that the images are for personal family use only.</p> <p>The school will, in addition, be aware that some vulnerable children may be very threatened by having their image taken and, if this is the case, they will be treated especially sensitively.</p>