

# Bishop Challoner Catholic College

## Cameras and Recording Policy

Last reviewed, May 2023

This Policy applies to all Staff, volunteers, visitors, parents and children/students and should be read in conjunction with our Online Safety Policy. The Policy takes account of the Data Protection Act 1998 and the guidance issued by the Information Commissioners Officer at: [http://ico.gov.uk/for\\_organisations/sector\\_guides/education.aspx](http://ico.gov.uk/for_organisations/sector_guides/education.aspx) and has been adapted to be compliant with GDPR which came into force in May 2018, this is subject to change in line with any amendments to the Data Protection bill in the intermediate time. Further information is available at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr>

### **MOBILE PHONES**

Bishop Challoner Catholic College does not allow students to use any personal devices whilst on site. If a student needs to make an urgent phone call during the day they can go to Reception and ask to do so. Students who really feel that they need their mobile phone for the journey to and from school must adhere to the rules. Students may keep their phone with them or in a bag but it must be switched off whilst on site. Please see the Behaviour Policy.

### **CAMERAS AND RECORDING**

This Policy provides information to all staff, volunteers, visitors, pupils and their parents, carers or guardians about how images of pupils are normally used by Bishop Challoner Catholic College. It also covers the school's approach to the use of cameras and filming equipment at school events and on school premises by parents and pupils themselves, and the media.

It is part of the custom and practice of the School to take photographs and videos of School events and achievements (class photos, theatre productions, sports events etc) and to use some of these for the purposes of marketing the School (School prospectus, website, social media, press releases etc) and helping others to understand more about our education. Parents who accept a place for their child at the school are invited to agree to the school using images of them as set out in this policy, by signing a consent form.

Under the GDPR which came into force in May 2018, parents should be aware that the law recognises pupils' own rights to decide how their personal information – including images – is used from the age of 13 and therefore pupils of that age will be given the opportunity to refuse their consent.

We hope parents will feel able to support the school in using pupil images to celebrate the achievements of pupils, promote the work of the school, and for important administrative purposes such as identification and security. The School will always respect the wishes of parents/carers/ pupils themselves in accordance with this policy.

## **USE OF PUPIL IMAGES IN SCHOOL PUBLICATIONS**

Unless the pupil or parent has requested otherwise, the school may use images of its pupils:

- To keep the school community updated on the activities of the school, and for marketing and promotional purposes;
- On internal displays on digital and conventional notice boards within the school premises;
- In communications with the school community (parents, pupils, staff and alumni) including by email;
- On the school's website and, where appropriate, via the school's social media channels, e.g. Facebook, Twitter and Instagram. (Such images would not be accompanied by the pupil's full name without permission.)
- In the school's prospectus, and in online press and other external advertisements for the school. Such external advertising would not include pupil's names.

The source of these images is predominantly the School's photographer for marketing and promotional purposes, or staff in relation to school events, sports or trips.

## **USE OF PUPIL IMAGES FOR IDENTIFICATION AND SECURITY**

All pupils are photographed at regular intervals, for the purposes of internal identification. These photographs identify the pupil by name, year group, form/tutor group.

## **USE OF PUPIL IMAGES IN THE MEDIA**

Where practicably possible, the School will always notify parents in advance when the media is expected to attend an event or school activity in which school pupils are participating, and will make efforts to ensure that any pupil whose parent or carer has refused permission for images of that pupil to be made in these circumstances are not photographed or filmed by the media.

The media normally asks for the names of the relevant pupils to go alongside the images, but these will only be provided where either parent or pupil has consented as appropriate.

## **USE OF CAMERAS, RECORDING AND FILMING EQUIPMENT (INCLUDING MOBILE PHONES) BY PARENTS**

This policy recognises that photographing and publicising a child's achievements are a source of celebration, pleasure and pride for the School, the child, the parents and their wider family. The School is keen to ensure that this practice continues within the safe practice guidelines detailed below:

Parents, guardians or close family members (hereafter, "parents") are welcome to take photographs of (and where appropriate, film) their own children taking part in school events, subject to the following guidelines, which the school expects all parents to follow:

Parents are asked not to take photographs or video footage during any indoor performances, such as a play or concert. They will be advised of this by staff at the beginning of the event, where applicable.

In most circumstances, the School will record the performance and it may be possible for this recording to be made available to parents and children/students as a gift or at a reasonable cost.

For other indoor events parents should be mindful of the need to use their cameras and filming devices with consideration and courtesy comfort of others. In particular, flash photography can disturb others in the audience, or even cause distress for those with medical conditions; the school therefore asks that it is not used at any indoor event.

Parents are asked not to take photographs of other pupils without the prior agreement of that pupil's parents. Parents are reminded that such images are for personal use only. Images which may identify other pupils should not be made accessible to others via the internet (for example on Facebook or Twitter), or published in any other way.

Parents may not film or take photographs in changing rooms or backstage during school productions, nor in any other circumstances in which photography or filming may embarrass or upset pupils. The school reserves the right to refuse or withdraw permission to film or take photographs (at a specific event or more generally) entirely at its discretion, and in particular from any parent who does not follow these guidelines.

The school sometimes records plays and concerts professionally (or engages a professional photographer or film company to do so), in which case copies of the DVDs and CDs may be made available to parents for purchase.

Other than during recognised school events, Parents may not use phones or recording devices to take pictures of, film, or record other pupils or staff without specific consent from those being photographed or recorded.

#### **USE OF CAMERAS, RECORDING AND FILMING EQUIPMENT BY PUPILS**

All pupils are encouraged to look after each other, and to report any concerns about the misuse of technology, or any worrying issues to a member of the pastoral staff.

With the exception of the clause below, the use of cameras, recording or filming equipment by pupils (including on mobile phones, which must remain switched off in school) is not allowed anywhere on school premises school, especially in toilets, washing or changing areas. In all locations, both on and off school premises, photography or filming equipment must not be used by pupils in a manner that may offend or cause upset.

Should a student wish to create an image/video/recording that includes another pupil for the purposes of educational activity the teacher supervising the activity should obtain a thorough brief of the nature and content of the proposed work beforehand and if concerned should contact the DSL for approval. Only once the supervising teacher's consent is obtained may the student then create the image/video/recording.

The misuse of mobile phones, cameras, recording or filming equipment in a way that breaches this policy, or the school's Data Protection Policy, IT Acceptable Use Policy for Pupils, Behaviour Policy or the School Rules is always taken seriously, and may be the subject of disciplinary procedures or dealt with under the relevant safeguarding policy as appropriate.