**Federation of Minster and Monkton**

**Church of England Primary Schools**

Image Use Policy

Lead Person: Mike Kenny

Policy Date: Sept 2022

Review Date: Sept 2023

Signatures:

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**Chair of Governors** **Executive Headteacher**



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|    **Minster Church of England Primary School**  |    **Monkton Church of England Primary School**  |
| **Nurturing Foundations, Flourishing With God**  | **Compassion, Courage, Justice** **Jesus said, ‘Go and do the same.’**  |
|  Rooted in our Christian Foundations, we nurture, respect and value each individual, in the loving community of our village school.  Through our holistic development of both character and curriculum, our children learn and flourish.  From little seeds we grow: caring for God’s world, building lifelong foundations and striving for a just and harmonious society.   |  Our school has compassion at its heart, which inspires us to be people of courage, who care for ourselves, stand with others and seek justice as we grow and discover the world around us.  By knowing each individual, our learning environment is shaped to encourage creativity, promote challenge through our learning values and nurture spirituality, ensuring all thrive.  |
|  **The Mustard Seed**  Matthew 13:31-32 English Standard Version Anglicised (ESVUK)  |  **The Parable of the Good Samaritan**  Luke 10:25-37 English Standard Version (ESV)     |
| **Christian Foundations**  |
| **Creation   Justice   Love** **Forgiveness   Peace**  | **Compassion   Courage** **Justice**  |
|  **As a Federation, we are passionate about every individual flourishing, so that they can be nurtured and develop as well-rounded children, living life in all its fullness.**  Every policy is written with our Christian Vision and Foundations in mind.  |

**Minster and Monkton Federation Official use of Images/Videos of Children**

**Scope and aims of the policy**

* This policy seeks to ensure that images and videos taken within and by Minster and Monkton Primary Schools are taken and held legally and the required thought is given to safeguarding all members of the community. When a ‘school’ is referred to in this policy it applies to both schools in the Federation.
* This policy applies to all staff including the governing body, teachers, support staff, external contractors, visitors, volunteers and other individuals who work for or provide services on behalf of the school (collectively referred to as ‘staff‘ in this policy) as well as children and parents/carers.
* This policy must be read in conjunction with other relevant school policies including (but not limited to) child protection, anti-bullying, behaviour, data protection and GDPR, online safety (which includes acceptable use policies), code of conduct and relevant curriculum policies including Relationships and Health Education (RHE), Relationship and Sex Education (RSE) and computing,
* This policy applies to all images (including still and video content) taken by the school.
* All images taken by the school will be used in a manner respectful of the eight Data Protection Principles (Data Protection Act 2018). This means that images will be:
	+ fairly and lawfully processed
	+ processed for limited, specifically stated purposes only
	+ used in a way that is adequate, relevant and not excessive
	+ accurate and up to date
	+ kept on file for no longer than is necessary
	+ processed in line with an individual’s legal rights
	+ kept securely
	+ adequately protected if transferred to other countries
* The Data Controller/DSL and Leadership team are responsible for ensuring that all staff are aware of and follow the acceptable, safe use and storage of all camera technology and images within the school. This includes the management, implementation, monitoring and review of the School Image Use Policy, led by the designated member of staff for the Federation (MK).

**Parental Consent**

* Written permission from parents or carers will always be obtained before images/videos of children are taken, used or published by the school.
* Written parental consent will always be sought to take and use photographs offsite for professional, marketing and training purposes. This may be in addition to parental permission sought for onsite images.
* Written consent from parents will be kept by the setting where children’s images are used for publicity purposes (such as brochures or publications), until the image is no longer in use.
* Parental permission will be sought on an agreed basis on admission to the school.
* A record of all consent details will be kept securely on file. Should permission be withdrawn by parents/carers at any time, then all relevant images will be removed and disposed of and the record will be updated accordingly.

**Safety of Images and Videos**

* All images taken and processed by or on behalf of the school will take place using school provided equipment and devices.
* For instances where external companies may take photos (official school photographs or press) permission will be sought.
* Staff will receive information regarding the safe and appropriate use of images as part of their safeguarding training and responsibilities.
* All members of staff (including volunteers) will ensure that all images are available for scrutiny and will be able to justify any images in their possession.
* Images will not be kept for longer than is to be considered necessary. A designated member of staff (Carol Makowska at Minster and Helen Ling at Monkton) will ensure that all photographs are permanently wiped from memory cards, computer hard and portable drives or other relevant devices once the images will no longer be of use.
* All images will remain on site at all times, unless prior explicit consent has been given by both Data Controller and DSL and the parent or carer of any child or young person captured in any photograph.
	+ Should permission be given to take any images off site then all relevant details will to be recorded, for example who, what, when and why and data will be kept securely (e.g. with appropriate encryption).
* Any memory stick, CD or storage device containing images of children to be taken offsite for further work will be suitably encrypted and will be logged in and out by the Data Controller and this will be monitored to ensure that it is returned within the expected time scale.
* The Data Controller and/or DSL/SLT reserve the right to view any images taken and/or to withdraw or modify a member of staffs’ authorisation to take or make images at any time.
* Only official setting owned equipment (e.g. work provided digital or video cameras) will be used by staff to capture images of children for official purposes. Use of personal cameras, including mobile phone cameras, by staff is prohibited at all times.
* 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 always are held in accordance with the Data Protection Act 2018 and suitable child protection requirements (if necessary) are in place.
* Photographs will be disposed of should they no longer be required. They will be returned to the parent or carer, deleted and wiped or shredded as appropriate. Copies will not to be taken of any images without relevant authority and consent from the Data Controller and/or DSL and the parent/carer.

**Publication and sharing of images and videos**

* Images or videos that include children will be selected carefully for use e.g. only using images of children who are suitably dressed.
* Images or videos that include children will not provide material which could be reused.
* Children’s’ full names will not be used on the website or other publication (e.g. newsletters, social media channels) in association with photographs or videos.
* The school will not include any personal addresses, emails, telephone numbers, fax numbers on video, on the website, in a prospectus or in other printed publications.

**Usage of apps/systems to share images with parents**

* The school uses Arbor to upload and share images of children with parents.
* The school uses Tapestry to upload and share images of children with parents in EYFS.
* The use of these systems has been appropriately risk assessed and the governing body/Executive Headteacher has taken steps to ensure all data stored is held in accordance with the Data Protection Act 2018 (as above).
* Images uploaded to Arbor or Tapestry will only be taken on school devices.
* All users of Arbor and Tapestry are advised on safety measures to protect all members of the community e.g. using strong passwords, logging out of systems after use etc.
* Parents/carers will be informed of the school expectations regarding safe and appropriate use (e.g. not sharing passwords or copying and sharing images) prior to being given access. Failure to comply with this may result in access being removed.

**Safe Practice when taking images and videos**

* Careful consideration is given before involving very young or vulnerable children when taking photos or recordings, who may be unable to question why or how activities are taking place.
* The school will discuss the use of images with children and young people in an age-appropriate way.
* A child or young person’s right not to be photographed is to be respected. Images will not be taken of any child or young person against their wishes.
* Photography is not permitted in sensitive areas such as changing rooms, toilets, swimming areas etc

**Use of Webcams**

* Parental consent will be obtained before webcams will be used within the setting environment for curriculum or educational purposes.
* All areas which are covered by webcams for security or safeguarding purposes will be well signposted, and notifications are displayed so that individuals are advised before entering such vicinity.
* Recordings will be retained for a limited time period only and for no longer than their intended purpose. This will generally be a maximum of 30 days. All recordings are to be erased before disposal.

**Use of Images/Videos of Children by Others**

**Use of Photos/Videos by Parents/Carers**

* Parents/carers are permitted to take photographs or video footage of events for private use only. For example, Parents are able to take pictures / videos of their own children when given permission at school events.
* Parents may choose to post images of their own child on school social media platforms. However, if their photos contain images of other children, these can only be posted with the specific consent of the other children’s parents / guardians.
* Parents may choose to post images of their own child on messaging services such as Whatsapp or Messenger. Again, if the images include other children, specific consent must be sought from the parents/guardians of those children.
* Parents will be verbally reminded of the above two specific points at all school events by the school event organiser.
* Parents/carers who are using photographic equipment must be mindful of others (including health and safety concerns) when making and taking images.
* The opportunity for parents/carers to take photographs and make videos can be reserved by the school on health and safety grounds.
* Parents/carers are only permitted to take or make recording within designated areas of the school. Photography is not permitted in sensitive areas such as changing rooms, toilets, swimming areas etc.
* The right to withdraw consent will be maintained and any photography or filming on site will be open to scrutiny at any time.
* Parents may contact the school DSL to discuss any concerns regarding the use of images.
* Photos and videos taken by the school and shared with parents should not be shared elsewhere (e.g. posted on social media site or shared through messaging services), to do so may breach intellectual property rights, data protection legislation and importantly may place members of the community at risk of harm.
* Photos and videos taken by the school and shared with parents in the public domain (i.e. Facebook) may be shared publicly.

**Use of Photos/Videos by Children**

* The Federation will discuss and agree age-appropriate acceptable use rules with children regarding the appropriate use of devices with cameras, for example, places children cannot take the camera (e.g. unsupervised areas, toilets etc.).
* The use of personal devices e.g. mobile phones, tablets, children’s own digital cameras, is covered within the online safety policy.
* All staff will be made aware of the acceptable use rules regarding children’s use of cameras and will ensure that children are appropriately supervised when taking images for official or curriculum use.
* Members of staff will role model positive behaviour to the children by encouraging them to ask permission before they take any photos.
* Photos taken by children for official use will only be taken with parental consent and will be processed in accordance with the Data Protection Act 2018.
* Parents/carers will be made aware that children will be taking photos/videos of other children and will be informed how these images will be managed by the setting e.g. will be for internal use by the school or Federation only (not shared online or via any website or social media tool).
* Photos taken by children for official use will be carefully controlled by the school and will be checked carefully before sharing online or via digital screens.
* Still and video cameras provided for use by children and the images themselves will not be removed from the school site.

**Use of Images of Children by the Media**

* Where a press photographer is to be invited to celebrate an event, every effort will be made to ensure that the newspaper’s (or other relevant media) requirements can be met.
* A written agreement will be sought between parents and carers regarding the press which will request that a pre-agreed and accepted amount of personal information (e.g. first names only) will be published along with images and videos.
* The identity of any press representative will be verified and access will only be permitted where the event is planned, and where press are to be specifically invited to attend. No authorisation will be given to unscheduled visits by the press under any circumstances.
* Every effort will be made to ensure the press abide by any specific guidelines should they be requested. No responsibility or liability however can be claimed for situations beyond reasonable control, and where the Federation is to be considered to have acted in good faith.

**Use of Professional Photographers**

* Professional photographers who are engaged to record any events will be prepared to work according to the terms of the school’s online safety policy.
* Photographers will sign an agreement which ensures compliance with the Data Protection Act 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

**Parental Consent Form for Use of Photographic Images**

During your child’s time at Minster C of E Primary School/Monkton C of E Primary School, we will take photographs to document learning and experiences they have. These images may be used in our school prospectus, in other printed publications that we produce, on our school website, or on project display boards in school. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

We are really keen to give you an insight into our school and a good idea of what school life is like for your child. For us to do this effectively, it is important that children’s images can be used. If you have a strong objection, or legally images of your child cannot be used, then we will ensure that your child is not included. It is not nice to have to ask children to stand out of pictures however and does make them feel excluded. We do not normally name images and photos are usually action shots of fun activities and celebrations so a thing that they are really keen to share with parents at home!

**The legal bit and further information**

In order that we can protect your child’s interests, and to comply with the General Data Protection Legislation, please complete and return the slip attached.

**Use of Photos in School**

As a School we will take photographs/videos for internal use eg. assessments, monitoring or other educational uses within the school setting.

Generally, photographs are a source of pleasure and pride. We believe that the taking and use of photographs can enhance the self-esteem of children and their families and, therefore, is something to be welcomed and appreciated.

We may take photographs for a number of reasons whilst your child is with us, including:

* Documenting and recording education activities
* Recording their learning and development progress
* Recording special events and achievements

We will also encourage children to be active learners, and to become involved in using cameras themselves by taking photos of their surroundings, activities and of each other.

Occasionally our school may be visited by the media who will take photographs or film footage of a high profile event, or to celebrate a particular achievement. Pupils will often appear in these images, which may appear in local or national newspapers or on televised new programmes. **(See Conditions of Use for more information on use of images by the media)**.

**External Use of Photos on Multimedia Platforms**

As well as our in school celebrations of your child, we also like to be able to share with you via Facebook and our Website pictures of their learning in school. This helps create a window into day-to-day school life and hopefully gives you a real picture of what school life is like. We do, however, require your permission to use these images on our multimedia platforms.

We actively encourage you to say “yes” so that we can upload pictures to you much quicker. Currently a lot of admin time is taken up ensure that children who don’t have permission are not added on.

We do, however, recognise that with the increased use of technologies, particularly digitally and online, the potential for misuse has become greater and we understand that this can give rise to concern. We will, therefore, endeavour to put effective safeguards in place to protect children and young people by minimising risk.

We are mindful of the fact that some families may have reasons why protecting a child’s identity is a matter of particular anxiety. If you have special circumstances either now or at any time in the future which would affect your position regarding consent, please let us know immediately in writing,

We include the safe use of Cameras and Images as part of our Online Safety Policy, which you are welcome to view or take a copy of at any time.

To comply with the General Data Protection Regulation, we need your permission before we can photograph or make any recordings of your child. If your child is old enough to express their own view, you may want to consult with them about categories of consent, and we invite you to use this letter to explore their feelings about being photographed at the setting.

Please read, complete and return the attached forms as soon as possible. Should you have any queries, please do not hesitate to contact the School Office.

Yours sincerely

Wendy Stone

Executive Headteacher

In order that we can protect your child’s interests, and to comply with the Data

Protection Act 2018, **please read the Conditions of Use attached to this form before answering questions and signing and dating this form.**

**I give my permission for my child’s image to be used in both online and paper based Learning Journeys belonging to other children, if they are engaged in a shared learning experience. (RECEPTION YEAR ONLY)**

**YES NO Signed ……………………………………….**

I give consent for my child’s photograph to be taken for the school photographer, (eg Kittle Photographers) for individual, group, class and whole school photographs.

YES NO Signed ………………………………………….

I give my consent for photos and videos of my child to be used on the School’s website, Facebook page and advertising material and/or the school’s learning platform (name will be omitted).

YES NO Signed ………………………………………….

I give my consent for photos of my child with their name to be used in classroom, corridor and entrance displays

YES NO Signed …………………………………………..

I give my consent for photos and the name of my child to appear in local newspapers and magazines. Please note that some newspapers may require the child’s full name and may store photographs for online use.

YES NO Signed ……………………………………………

I give my consent for my child to be photographed and filmed by staff and fellow parents during school productions and events as long as it is made clear by the school each time that these must only be used for personal viewing purposes and must not be published in any format including on-line.

YES NO Signed …………………………………………..

I give my consent for my child’s images to be used identification purposes should they have a specific educational, dietary or medical need which need to be communicated to all staff for safeguarding purposes. (These photographs will be displayed in the medical room and school kitchen only).

YES NO Signed ……………………………………………

I give permission to participate in video conferencing. (Occasionally your child’s class may talk to other children or an author for example, outside of school under the supervision of their Class Teacher)

YES NO Signed ……………………………………………….

I give permission for my child’s image or use videos of my child for assessments, monitoring or other educational uses within the school setting? (these images or recordings will be used internally only)

YES NO Signed ……………………………………………….

This agreement will last the lifetime of your child’s attendance at Minster C of E Primary School/Monkton C of E Primary School.

|  |  |
| --- | --- |
| Parent’s or Guardian’s signature |  |
| Name (block capitals please) |  |
| Date |  |
| Name of Child |  |
| Date of Birth |  |

**(Please note conditions of use attached to this form).**

**I have read and understand the conditions of use attached to this form.**

**CONDITIONS OF USE**

1. This form is valid for the period of time your child attends this school. Your consent will automatically expire after this time.

2. The school will not re-use any photographs or recordings after your child leaves this school without further consent being sought.

3. The school will not use the personal details or full names (which means first name **and** surname) of any child or adult in a photographic image, on video, on our website, in the school prospectus or in any of our other printed publications.

4. The school will not include personal e-mail or postal addresses or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.

5. If we use photographs of individual pupils, we will not use the full name of that child in any accompanying text or caption.

6. If we use the full name of a pupil in text, we will not use a photograph of that child to accompany the article.

7. We may include pictures of pupils and teachers that have been drawn by pupils. We may use group or class photographs or footage with very general labels, such as ‘a science lesson’.

8. We will only use images of pupils who are suitably dressed.

9. Parents should note that websites can be viewed throughout the world and not just in the United Kingdom, where UK law applies.

**Notes on Use of Images by the Media**

If you give permission for a child’s image to be used by the media then you should be aware that:

* The media will want to use any printed or broadcast media pictures that they take alongside the relevant story;
* It is likely that they will wish to publish the child’s name, age and the school name in the caption for the picture (possible exceptions to this are large group or team photographs);
* It is possible that the newspaper will re-publish the story on their website, or distribute it more widely to other newspapers or media organisations.

**Group Activity Letter and Form**

Dear Parent/Carer

We are staging a production/special event of on xxxxxx. We are sure some parents/carers would like to take photographs/videos of the production. As you know we have a policy in place with regards to the taking, making and use of images and you will have previously signed a consent form stating whether or not your child could be photographed. In circumstances, such as productions or special events, we request specific consent before photographs can be taken by a third party. If you wish to take photos at the production there is a strong possibility that other children will also be included within the picture. We therefore need to ensure all parents/carers who have children in the production are happy for photographs to be taken, and hence need to request their permission.

We all enjoy and treasure images of our family and friends; family events, holidays and events are moments we all like to capture in photos or on video. We now have the exciting dimension of adding our images and videos to our online social and messaging networks. This means that we can easily share our photos and video with family and friends. Whilst this can be very useful to all of us, we must ensure that we protect and safeguard all children and staff, including those who do not want to have their images stored online.

* Some children are at risk and **MUST NOT** have their image put online. Not all members of the community will know who they are.
	+ Once posted and shared online any image or video can be copied and will stay online forever.
	+ Some people do not want their images online for personal or religious reasons.
	+ Some children and staff may have a complex family background which means that sharing their image online can have unforeseen consequences.
* Therefore, in order to keep all members of the community safe we must all **‘Think Before We Post’** Online.

At Minster Church of England Primary School/Monkton Church of England Primary School we are happy for parents and carers to take photos and video of events for personal use but we request that these images are not distributed or put online. This is to protect all members of the community. Please be aware that parents are not permitted to take photographs or to make a video recording for anything other than their own personal use (e.g. with a view to selling videos of an event).

Should any parent/carer not agree with their child being photographed, we will consider alternative options including:

* restricting who is involved in the production/special event
* staging specific photograph opportunities

Photographs of setting productions are ones which parent/carers tend to treasure. We will therefore only prohibit the use of cameras and videos as a last resort. We hope you will support us in this.

We would, therefore, be very grateful if you would complete the slip at the bottom of this letter and return it to the school office by (date).

Yours sincerely

Wendy Stone, Executive Headteacher

**Parental Consent for Images as part of Group Activity**

Child’s name:

Date:

I am / am not \* happy for photographs to be taken of the production/special event in which my child is due to appear on xxxxxx (date)

(\*Please delete as appropriate)

Parent/Carer Name:

Parent/carer’s signature:

Childs Signature (if appropriate):

**Respect and Care for the**

**Whole Community when taking**

**Photos and Videos**

We are happy for parents and carers to take photos and video of their child for personal use but we request that these images are not distributed or shared online if they contain images of other children, adults or staff without consent. Sharing images of others online may put our community at risk.

Thank you for your support

Wendy Stone

Executive Headteacher

**Consent form for using photographs of Staff**

The school would like to use your photograph for staff recognition purposes. These images will appear on our internal intranet and/or website <http://www.minster-ramsgate.kent.sch.uk> or <https://www.monkton.kent.sch.uk/>

To comply with the Data Protection Act 1998, we need your permission to use photographs of you. Please answer the question below, then sign and date the form where shown. We will not use the images taken, or any other information you provide, for any other purpose.

**Please return the completed form, even if you have chosen not to give your consent, to Wendy Vinson/Helen Ling.**

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| --- | --- |
|  | Please circle your answer |
| May we use your image?* Website/Intranet, viewable by anyone
* In the press or in school promotional activities
 | **Yes / No****Yes / No** |
| *Please confirm that you have read and understand the conditions for use, and the notes relating to the eight principles of the Data Protection Act.* |
| * I have read and understood the conditions of use.
* I confirm that I understand publication of my picture on the setting website/intranet will mean that my picture will be viewable by those with access to the intranet alongside my job title and work contact details and consent to such processing of my personal data.
* I understand that if my picture and details are placed on the website that potentially this will be accessible by anyone in the world with internet access.
 |

Name:

Signed:

Date:

Conditions of use

1. This form is valid for the length of time you are employed by the school. Your consent will automatically not apply to any other usage of the photos.
2. Images must only be used in circumstances where consent has been given. Signed consent must be given for images to appear on the intranet and/or website (which is viewable by potentially anyone), or they cannot be published in this way.
3. Under the 2018 Data Protection Act your rights include:
	1. Your consent (to the publication of your photo) can be withdrawn at any time (principle 1 of the Act)
	2. Your photo will not be used for any other purpose without your further consent (principle 2 of the Act)
	3. Your personal data will be accurately maintained and kept up to date (principle 4 of the Act)
	4. Publication of your photo will cease and all electronic copies will be deleted when you leave the setting (principle 5 of the Act)

Useful Contacts

Kent County Council’s e-Safety Guidance and Information for Education Settings:

[www.kelsi.org.uk/support-for-children-and-young-people/child-protection-and-safeguarding/e-safety](http://www.kelsi.org.uk/support-for-children-and-young-people/child-protection-and-safeguarding/e-safety)

Kent County Council’s Access to Information Content

[www.kelsi.org.uk/school-management/data-and-reporting/access-to-information](http://www.kelsi.org.uk/school-management/data-and-reporting/access-to-information)

Kent County Council Education Safeguards Team Content:

[www.kelsi.org.uk/support-for-children-and-young-people/child-protection-and-safeguarding](http://www.kelsi.org.uk/support-for-children-and-young-people/child-protection-and-safeguarding)

ICO – Information Commissioner's Office

<https://ico.org.uk/>

United Kingdom's Copyright Licensing Agency: <http://www.cla.co.uk/>

International Federation of Reproduction Rights Organisation: <http://www.ifrro.org/>