



THE WESTLEIGH SCHOOL
Aspiring & Achieving Together

Images and Internet Usage Policy

Policy Originator:	J Coleman
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Last review Date:	June 2020
Next review date:	July 2020
Audience:	All

The Westleigh School expects that any work with children and young people involving the taking or recording of images should take due regard of the law. All occasions of this type of work must be carried out with dignity, safety and wellbeing to ensure the safeguarding of children and young people.

The purpose of this policy is to set out clear guidelines towards the taking and recording of images, still and motion.

1. Parental agreement must be obtained prior to the taking or recording of their child's image.
2. Adults should consider how activities involving the taking of images are organised and undertaken. This includes being clear about the purpose of the activity and what will happen to the images once the activity is concluded.
3. Adults must be able to justify images of children and young people in their possession. If the equipment and media belong to the adult, they will understand that images taken in the course of schoolwork belong to the school. Adults need to remember any images taken of students should be taken openly and using appropriate terms of context and purpose and must use their own professional judgement on how these are stored.
4. Adults must avoid taking photographs or recording video in one to one situations. Images of a single child must be taken with surrounding context. Where images of a single child are unavoidable, the image should be taken in an open area, or a place which is unlikely to raise suspicion or be construed as secretive and the reason for the image must be for school purposes e.g. school magazine.
5. On all occasions, the child/young person must understand why, and agree to, images, of them, are being taken.
6. Adults must ensure that any material shown, including DVDs and web links are age appropriate. The filters on The Westleigh Schools' Internet will reduce the likelihood of such images being exposed however it is possible that some inappropriate images will bypass the filters. Adults must report any incidents of indecent or inappropriate images to ICT Support.
7. There are no circumstances that will justify adults possessing indecent images of children. It is illegal to make or store such images or access and possess links to such websites. Adults who take part in such activities will be viewed as a significant threat to children and will lead to a criminal investigation.
8. Equipment belonging to school must not be used to access inappropriate material; neither should personal equipment be brought into school which contain inappropriate content or links.
9. Under no circumstances should adults allow children/young people access to their own user area. Adults in The Westleigh School have user areas with different control settings meaning that, potentially, children/young people could access inappropriate material.

Adults must report all concerns of indecent images or unsuitable material found. Where indecent images or unsuitable material is found, adults should not attempt to investigate the matter as to do so may lead to evidence being contaminated.