



Photography and Video Policy for Holywell School

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| Responsibility | All staff and the governing body |
| Effective Date | May 2023 |
| Review Date | May 2024 |
| Approved by Ethos Committee | May 2023 |
| Storage; (i) Electronic (ii) Hard Copy | (i) School network and on school website (ii) Policy file. |
| Distribution | All staff, students, governors, parents, |

Statement of intent

At Holywell School, we use imagery and videos for a variety of purposes, including prospectuses, display boards, educational purposes, conferences and the school website. We understand that parents may also wish to take videos or photos of their children participating in school events for personal use.

Whilst we recognise the benefits of photography and videos to our school community, we also understand that these can have significant risks for those involved. Under the legal obligations of the General Data Protection Regulation (GDPR), the school has specific responsibilities in terms of how photos and videos are taken, stored and retained. The school has implemented a policy on the safe use of cameras and videos by staff and parents to reflect the protective ethos of the school with regard to students' safety. In order to ensure that, as far as possible, the use of photography and video is used safely at all times, the policy provided below should be followed. This policy is applicable to all forms of visual media, including film, print, video, DVD and websites.

1. Legal framework

1.1. This policy has due regard to legislation, including, but not limited to, the following:

- The General Data Protection Regulation (GDPR)
- The Freedom of Information Act 2000
- The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004
- The School Standards and Framework Act 1998
- The Children Act 1989
- The Children Act 2004
- The Equality Act 2010

1.2. This policy has been created with regard to the following guidance:

- Information Commissioner's Office (2017) 'Overview of the General Data Protection Regulation (GDPR)'
- Information Commissioner's Office (2017) 'Preparing for the General Data Protection Regulation (GDPR) 12 steps to take now'

1.3. This policy also has due regard to the school's policies, including, but not limited to, the following:

- Behaviour for Learning Policy
- GDPR Data Protection Policy

2. Definitions

For the purpose of this policy:

2.1. "Personal use" of photography and videos is defined as the use of cameras to take images and recordings of children by relatives, friends or known individuals, e.g. a parent taking a group photo of their child and their friends at a school event. These photos and videos are only for personal use by the individual taking the photo, and are not intended to be passed on to unknown sources. The principles of the GDPR do not apply to images and videos taken for personal use.

2.2. "Official school use" is defined as photography and videos which are used for school purposes, e.g. for identification purposes. These images are likely to be stored electronically alongside other personal data. The principles of the GDPR apply to images and videos taken for official school use.

2.3. "Media use" is defined as photography and videos which are intended for a wide audience, e.g. photographs of children taken for a local newspaper. The principles of the GDPR apply to images and videos taken for media use.

2.4. Staff may also take photos and videos of students for "educational purposes". These are not intended for official school use, but may be used for a variety of reasons, such as school displays, special events, assessment and workbooks. The principles of the GDPR apply to images and videos taken for educational purposes.

3. Roles and responsibilities

3.1. The headteacher is responsible for:

- Distributing consent forms to parents at the beginning of the academic year with regards to photographs and videos being taken whilst at school.
- Ensuring that all photos and videos are stored and disposed of correctly, in line with the GDPR.
- Deciding whether parents are permitted to take photographs and videos during school events.
- Communicating this policy to all the relevant staff members and the wider school community, such as parents.

3.2. The Designated Safeguarding Lead (DSL) is responsible for:

- Liaising with social workers to gain consent for photography and videos of LAC students.
- Liaising with the Data Protection Officer (DPO), to ensure there are no data protection breaches.

- Informing the headteacher of any known changes to a student's security, e.g. child protection concerns, which would mean that participating in photography and video recordings would put them at significant risk.
- 3.3. Parents are responsible for:
- Completing the Consent Form on an annual basis.
 - Informing the school in writing where there are any changes to their consent.
 - Acting in accordance with this policy.
- 3.4. In accordance with the school's requirements to have a DPO, the DPO is responsible for:
- Informing and advising the school and its employees about their obligations to comply with the GDPR in relation to photographs and videos at school.
 - Monitoring the school's compliance with the GDPR in regards to processing photographs and videos.
 - Advising on data protection impact assessments in relation to photographs and videos at school
 - Conducting internal audits, in regards to the school's procedures for obtaining, processing and using photographs and videos.
 - Providing the required training to staff members, in relation to how the GDPR impacts photographs and videos at school.

4. Parental consent

- 4.1. The school understands that consent must be a positive indication. It cannot be inferred from silence, inactivity or pre-ticked boxes.
- 4.2. Consent will only be accepted where it is freely given, specific, informed and an unambiguous indication of the individual's wishes.
- 4.3. Where consent is given, a record will be kept documenting how and when consent was given and last updated.
- 4.4. The school ensures that consent mechanisms meet the standards of the GDPR. Where the standard of consent cannot be met, an alternative legal basis for processing the data will be found, or the processing will cease.
- 4.5. Where a child is under the age of 16, the consent of parents will be sought prior to the processing of their data, except where the processing is related to preventative or counselling services offered directly to a child.
- 4.6. If the law provides it, children as young as 13 may be permitted to provide consent to the processing of their data.
- 4.7. All parents will be asked to complete the Consent Form on an annual basis, which will determine whether or not they allow their child to participate in photographs and videos.
- 4.8. The Consent Form will be valid for the full academic year, unless the student's circumstances change in any way, e.g. if their parents separate, or consent is withdrawn. Additional consent forms will be required if the student's circumstances change.

4.9. If there is a disagreement over consent, or if a parent does not respond to a consent request, it will be treated as if consent has not been given, and photographs and videos will not be taken or published of the student whose parents have not consented.

4.10. All parents are entitled to withdraw or change their consent at any time during the school year.

4.11. Parents will be required to confirm on the Consent Form, in writing, that they will notify the school if their child's circumstances change in any way, or if they wish to withdraw their consent.

4.12. For any LAC students, or students who are adopted, the DSL will liaise with the student's social worker, carers or adoptive parents to establish where consent should be sought. Consideration will be given as to whether identification of an LAC student, or students who are adopted, would risk their security in any way.

4.13. Consideration will also be given to any students for whom child protection concerns have been raised. Should the DSL believe that taking photographs and videos of any students would put their security at further risk, greater care will be taken towards protecting their identity.

4.14. A list of all the names of students for whom consent was not given will be created by the Office Manager and will be circulated to all staff members. This list will be updated annually, when new consent forms are provided.

4.15. If any parent withdraws or changes their consent, or the DSL reports any changes to a student's security risk, or there are any other changes to consent, the list will also be updated and re-circulated.

5. General procedures

5.1. Photographs and videos of students will be carefully planned before any activity.

5.2. The organiser of any event where photographs and videos will be taken is responsible for ensuring due protocol is observed and permissions are in place.

5.3. Where photographs and videos will involve LAC students, adopted students, or students for whom there are security concerns, the headteacher will liaise with the DSL to determine the steps involved.

5.4. When organising photography and videos of students, the headteacher, as well as any other staff members involved, will consider the following:

- Can general shots of classrooms or group activities, rather than individual shots of students, be used to fulfil the same purpose?
- Could the camera angle be amended in any way to avoid students being identified?
- Will students be suitably dressed to be photographed and videoed?
- Will students of different ethnic backgrounds and abilities be included within the photographs or videos to support diversity?
- Would it be appropriate to edit the photos or videos in any way? E.g. to remove logos which may identify students?
- Are the photographs and videos of the students completely necessary, or could alternative methods be used for the same purpose? E.g. could an article be

illustrated by students' work rather than images or videos of the students themselves?

5.5. The list of all students of whom photographs and videos must not be taken will be checked prior to the activity. Only students for whom consent has been given will be able to participate.

5.6. The staff members involved, alongside the headteacher and DPO, will liaise with the DSL if any LAC student, adopted student, or a student for whom there are security concerns is involved. (see section 6 of this policy)

5.7. School equipment will be used to take photographs and videos of students. Exceptions to this are outlined in section 7 of this policy.

5.8. Staff will ensure that all students are suitably dressed before taking any photographs or videos.

5.9. Where possible, staff will avoid identifying students. If names are required, only first names will be used.

5.10. The school will not use images or footage of any student who is subject to a court order.

5.11. The school will not use photographs of children who have left the school, without parental consent.

5.12. The school will not use photographs of staff who have left the school without their consent.

5.13. Photos and videos that may cause any distress, upset or embarrassment will not be used.

5.14. Any concern relating to inappropriate or intrusive photography or publication of content is to be reported to the DPO.

6. Additional safeguarding procedures

6.1. The school understands that certain circumstances may put a student's security at greater risk and, thus, may mean extra precautions are required to protect their identity.

6.2. The DSL will, in known cases of a student who is an LAC or who has been adopted, liaise with the student's social worker, carers or adoptive parents to assess the needs and risks associated with the student.

6.3. Any measures required will be determined between the DSL, social worker, carers, DPO and adoptive parents with a view to minimise any impact on the student's day-to-day life. The measures implemented will be one of the following:

- Photos and videos can be taken as per usual school procedures
- Photos and videos can be taken within school for educational purposes and official school use, e.g. on registers, but cannot be published online or in external media
- No photos or videos can be taken at any time, for any purposes

6.4. Any outcomes will be communicated to all staff members via a staff meeting and the list outlining which students are not to be involved in any videos or photographs, held in the school office, will be updated accordingly.

7. School-owned devices

7.1. Staff are encouraged to take photos and videos of students using school equipment; however, they may use other equipment, such as school-owned mobile devices, where the Headteacher or other member of the Senior Leadership Team has been consulted and consent has been sought prior to the activity.

7.2. Where school-owned devices are used, images and videos will be provided to the school at the earliest opportunity, and removed from any other devices.

7.3. Staff will not use their personal mobile phones, or any other personal device, to take images and videos of students.

7.4. Photographs and videos taken by staff members on school visits may be used for educational purposes, e.g. on displays or to illustrate the work of the school, where consent has been obtained.

7.5. Digital photographs and videos held on the school's drive are accessible to staff only. Photographs and videos are stored in labelled files, annotated with the date, and are only identifiable by year group/class number – no names are associated with images and videos. Files are secure, and only staff members have access to these files.

8. Use of a professional photographer

8.1. If the school decides to use a professional photographer for official school photos and school events, the headteacher will:

- Provide a clear brief for the photographer about what is considered appropriate, in terms of both content and behaviour.
- Issue the photographer with identification, which must be worn at all times.
- Let students and parents know that a photographer will be in attendance at an event and ensure they have previously provided consent to both the taking and publication of videos or photographs.
- Not allow unsupervised access to students or one-to-one photo sessions at events.
- Communicate to the photographer that the material may only be used for the school's own purposes and that permission has not been given to use the photographs for any other purpose.
- Ensure that the photographer will comply with the requirements set out in GDPR.
- Ensure that if another individual, such as a parent or governor, is nominated to be the photographer, they are clear that the images or videos are not used for any other anything other than the purpose indicated by the school.

9. Photography and videos during school events

9.1. Parents/Carers will be requested not to take photographs/videos during school performances or events. There will be opportunities for parents/carers to take photographs of their own child after the event.

9.2. Parents/carers must not post photographs/videos of Holywell children in school or at school events on social media.

10. Storage and retention

10.1. Images obtained by the school will not be kept for longer than necessary.

10.2. Hard copies of photos and video recordings held by the school will be annotated with the date on which they were taken and will be stored in the school office. They will not be

used other than for their original purpose, unless permission is sought from the headteacher and parents of the students involved and the DPO has been consulted.

10.3. Paper documents will be shredded or pulped, and electronic memories scrubbed clean or destroyed, once the data should no longer be retained.

10.4. The ICT Technician, in consultation with the headteacher, will review stored images and videos on a regular basis to ensure that all unwanted material has been deleted.

10.5. Parents must inform the school in writing where they wish to withdraw or change their consent. If they do so, any related imagery and videos involving their children will be removed from the school drive immediately.

10.6. When a parent withdraws consent, it will not affect the use of any images or videos for which consent had already been obtained. Withdrawal of consent will only affect further processing.

10.7. Where a student's security risk has changed, the DSL will inform the headteacher immediately. If required, any related imagery and videos involving the student will be removed from the school drive immediately. Hard copies will be removed by returning to their parents or by shredding, as appropriate.

10.8. Official school photos are held on SIMS alongside other personal information, and are retained for the length of the student's attendance at the school, or longer, if necessary, e.g. due to a police investigation.

10.9. Some educational records relating to former students of the school may be kept for an extended period for legal reasons, but also to enable the provision of references or academic transcripts.

11. Monitoring and review

11.1. This policy will be reviewed on an annual basis by the headteacher and the DPO.

11.2. Any changes to this policy will be communicated to all staff members and, where appropriate, parents.

2. Consent Form

This form explains the reasons why and how Holywell School may use images and videos of your child. Please read the form thoroughly and outline your agreement as appropriate.

| | |
|-----------------------|--|
| Name of student: | |
| Name of parent/carer: | |
| Year group and class: | |

Why do we need your consent?

Holywell School requests the consent of parents on an **annual** basis to use images and videos of their child for a variety of different purposes.

Without your consent, the school will not use images and videos of your child. Similarly, if there are only certain conditions under which you would like images and videos of your child to be used, the school will abide by the conditions you outline in this form.

Why do we use images and videos of your child?

Holywell School uses images and videos of students as part of school displays to celebrate school life and students' achievements; to promote the school in the school prospectus and on the school's website; and for other publicity purposes in printed publications, such as newspapers.

Where the school uses images of individual students, the name of the student will not be disclosed. Where an individual student is named in a written publication, a photograph of the student will not be used to accompany the text.

If, for example, a student has won an award and their parent would like their name to be published alongside their image, separate consent will be obtained prior to this.

Holywell School may take images or videos of individual students and groups of students to use on social media, the school website, in school prospectuses and other printed publications, such as a newsletter.

Who else uses images and videos of your child?

From time-to-time some of our partners and stakeholders take photographs / videos as part of their learning/educational initiative. Students will appear in these images and videos, and these may be published in local or national newspapers, or on approved websites.

The following organisations may use images and videos of your children:

- Local newspaper
- The Diocese of St Albans
- Central Bedfordshire Council
- Bedford Borough Council

Where any organisations other than those above intend to use images or videos of your child, **additional consent** will be sought before any image or video is used.

What are the conditions of use?

- This consent form is valid.
- It is the responsibility of parents to inform the school, in writing, if consent needs to be withdrawn or amended.
- The school will not use the personal details or full names of any student in an image or video, on our website, in our school prospectuses or any other printed publications.

- The school will not include personal emails or postal addresses, telephone or fax numbers on images or videos on our website, in our school prospectuses or any other printed publications.
- The school may use pictures of students and teachers that have been drawn by students.
- The school may use work created by students.
- The school may use group or class images or videos with general labels, e.g. 'sports day'.
- The school will only use images and videos of students who are suitably dressed, i.e. it would not be suitable to display an image of a student in swimwear.
- The school will take class images of your child which are available to purchase annually.

CONSENT FORM - Providing your consent

Please read the following conditions thoroughly and provide your consent as appropriate by ticking either 'Yes' or 'No' for each criteria.

The school will **only** publish images and videos of your child for the conditions that you provide consent for.

| I provide consent to: | Yes | No |
|--|-----|----|
| Photographing and videoing my child. | | |
| Using images of my child on the school website. | | |
| Using videos of my child on the school website. | | |
| Using images of my child on social media. | | |
| Using videos of my child on social media. | | |
| The local media using images of my child to publicise school events and activities (only including the organisations outlined above). | | |
| The local media Using videos of my child to publicise school events and activities (only including the organisations outlined above). | | |
| Using images of my child in marketing material, e.g. the school prospectus. | | |
| Sharing my child's data with a school-appointed external photography company for official school images. This includes the following: <ul style="list-style-type: none"> • Name • Class • Roll number | | |

Refreshing your consent

Consent will be refreshed annually and/or where any changes to circumstances occur – this can include, but is not limited to, the following:

- New requirements for consent, e.g. an additional social media account will be used to share student images and videos
- Changes to a student's circumstances, e.g. safeguarding requirements mean a student's image cannot be used
- Changes to parental consent, e.g. amending the provisions for which consent has been provided
- Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the headteacher. A new form will be supplied to you to amend your consent accordingly and provide a signature.

Withdrawing your consent

Parents have the right to withdraw their consent at any time. Withdrawing your consent will not affect any images or videos that have been shared prior to withdrawal.

If you would like to withdraw your consent, you must submit your request in writing to the headteacher.

Declaration

I, _____ (name of parent), understand:

- Why my consent is required.
- The reasons why Holywell School uses images and videos of my child.
- Which other organisations may use images and videos of my child.
- The conditions under which the school uses images and videos of my child.
- I have provided my consent above as appropriate, and the school will use images and videos of my child in line with my requirements.
- I will be required to re-provide consent where any circumstances change.
- I can amend or withdraw my consent at any time and must do so in writing to the headteacher.

Name of parent: _____

Signature: _____

Date: _____

If you have any questions regarding this form, please do not hesitate to contact the headteacher at school@holywellschool.co.uk or tel: 01234 750381