



Thriftwood School and College

Specialising in Business & Enterprise

Image Use Policy





Useful contacts:

DESIGNATED CHILD PROTECTION CO-ORDINATOR COLLEGE:

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DEPUTY DESIGNATED CHILD PROTECTION CO-ORDINATOR:

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NOMINATED GOVERNOR FOR CHILD PROTECTION:

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SENIOR INFORMATION RISK OWNER:

NAME: Kate Stannard

In this document, the term “parent” is understood to mean “parent and carer”. The term “photographed” covers any form of visual imaging, whether on film or in digital format.

1. The school’s policy on photography aims to:

- ☆ Protect the right of parents to consent to their children being photographed for particular purposes at school
- ☆ Emphasise the school’s protective ethos towards pupils in respect of potential inappropriate use of visual images of children

And in maintaining this policy, we are seen to comply with the spirit of the Data Protection Act 1998 and with principles of child protection.

The Academy divides photographic images into six categories:

1. In- School Photographs

Photographs are taken as an important part of the day-to-day life of the school and college. These images may be used as part of pupil work books and files, and displays around the school. These photographs will provide pupils with lasting memories as they pass through the school and college. This category includes annual class and individual photographs and photographs of school visits. All



images will remain on site, unless permission to remove from site has been given from the Senior Leadership Team. Any memory stick, CD or storage device containing images of children to be taken off site for further work will be suitably encrypted. The Academy will only use images of children who are suitably dressed, and photography is not permitted in sensitive areas such as changing rooms, toilets, swimming areas etc,

2. Newspaper Photographs

These are images taken by a photographer from a local or national publication. These images are used as a positive illustration of life and achievements of the school and college.

3. Internet

Photographs may be taken for use on the academy's website. Thriftwood will not publish the names or other personal details of any child with these images. Any apps, websites or third party companies used to share, host or access children's images will be risk assessed prior to use. We will ensure that images are held in accordance with the Data Protection Act and suitable child protection requirements (if necessary) are in place.

4. Photographs at school performances

Parent/carers are permitted to photograph/film concerts and productions in which their child is taking part. The Academy will ensure that such occasions are positive, and do not provide cause for offence or embarrassment. The Academy will not accept responsibility for the photographs taken by parents/carers.

5. Use of photo equipment by children

Age appropriate acceptable use rules will be discussed and agreed with pupils regarding their appropriate use of camera / other photographic equipment. Our pupils are encouraged to respect others views and to always ask permission before photographing another pupil. Pupils are not allowed to take photos of other pupils using their own personal cameras / mobile devices.

6. Use of professional photographers

Professional photographer engaged by the Academy to record any events or take individual photos of pupils will not have unsupervised access to children and young people. The Academy will ensure compliance with the Data protection Act and that images will only be used for specific purposes.



In order to comply with the Data Protection Act 1988 the school is required to ask for consent to your child being photographed where we propose to use the images for **publicity purposes** - our website and prospectus.

The Academy is ***not*** required to obtain general consent from parents for their child being photographed at school events, but parent/carers do have the right to ask, in writing, for their own child not to be photographed. **We would ask parents to consider very carefully the impact of such a decision on the child as we do not wish any pupil to feel that he or she was being punished as a result of parental concern.**

We normally avoid naming pupils where their pictures appear in a publication, though there are clearly instances where the pupils, parents and the school would wish to celebrate achievement and include the details of the contributing individual. The media follow their own codes of practice to comply with data protection legislation and the naming of photographed individuals is acceptable providing the school authorities (the Headteacher and Governing Body) have no objections. Parent/carer consent will be obtained for such occasions.

The above commitments apply to occasions where the school can exercise reasonable control of the situation. It is clearly not always possible to stipulate conditions for photography, for example in public places during educational visits.

Staff will receive training regarding the safe and appropriate use of images as part of their safeguarding training and responsibilities (see Safeguarding, e-Safety and Data Security, and Acceptable Use Policies). All members of staff will ensure that all images are available for scrutiny and will be able to justify any images in their possession. In addition, only Thriftwood owned equipment will be used by staff to capture images of children for official purposes. Use of personal cameras or other personal devices to capture images of pupils is prohibited at all times.



Respect and Care For the Whole Community When taking Photos and Videos

We are happy for parents and carers to take photos and video for personal use but request that these images are not distributed or put online if they contain images of other children, adults or staff without consent.

This will help protect all members of the community.

Thank you for your support.