

Sandringham Campus
 Sandringham Road
 Barking, Essex IG11 9AG

Tel: 020 3967 7030
Fax: 020 8270 4090

www.barkingabbeysschool.co.uk
 Headteacher: Jo Tupman



Barking abbey school
 Give and expect the best

Longbridge Campus
 Longbridge Road
 Barking, Essex IG11 8UF


office@barkingabbeysschool.co.uk
 6thform@barkingabbeysschool.co.uk

Use of Photography in School Policy

Policy Adoption

Date	Reviewed/Adopted by	Next review date	Review Frequency
05/02/2020	Senior Leadership Team	February 2021	Annually

Senior Leadership Team Approval

Signed	Title
	Headteacher

Document Control

Date	Version	Author	Notes
10/03/2018	2.00	P Leake	New Policy
06/06/2018	2.10	P Leake	Amended references to Data Protection Act 1998, replaced with Data Protection Act 2018
11/08/2018	2.20	P Leake	Replaced header as badge/phone numbers have changed
05/02/2020	2.30	P Leake	Amended policy adoption section to SLT Approval Amended section 1 - policy statement

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Introduction

Photography of pupils in schools is subject to the Data Protection Act 2018, and the General Data Protection Regulation, regarding the rights of individuals to have information of a personal nature treated in an appropriate manner, and the Human Rights Act 1998, protecting the privacy of individuals and families. As well as these statutory rights, restrictions on photography arise from issues of child protection and copyright on performances.

The term photograph covers any form of visual imaging, whether on film or in digital format. 'In school' is whenever and wherever pupils are the responsibility of the school.

1 Policy Statement

- Barking Abbey School reserves the right to amend this policy at any time, without notice
- This policy replaces and supersedes all previous versions.
- A copy of this document can be found under the Policies section of the school website.
- When printed this document should be considered uncontrolled.

2 Aims

- To protect the right of parents to consent to their child/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.
- Avoid children being distracted by photographic activity during events.
- Enable all visitors at school productions to enjoy the event without the distraction of others taking photographs or videos near them.
- Allow personal family photography where possible.

3 Lawful basis for collecting student images as part of their student record and assessments

When a new student enters Barking Abbey School their photo will be taken for use as part of their student record and in other administration systems, details of which are below. All other uses, such as in marketing materials, school website, social media etc is not allowed without explicit parental consent. The lawful basis below is covered under the General Data Protection Regulation, Article 6, section 1(b) or 1(f).

3.1 Photo characteristics

- Photos are taken on school cameras by ICT Technicians, data on cameras is destroyed after use.
- Photos are cropped 'headshots' only, no full body shots are taken.
- Photos are resized to low resolution, 140 x 180 pixels, high resolution originals are destroyed.
- Photos are stored with students records for identification purposes only.

3.2 Which school systems use these photos?

Several school systems use these photos for identification purposes only. These systems are used by staff only and cannot be accessed by students.

- Capita SIMS – the schools management information system, holds all student records.
- MLS Reading Cloud – the school's library system, photos used by the librarian to identify students.
- Biostore Fastrack – the schools cashless catering system, photos used by catering staff to identify students.

3.3 ID Badges

- Sixth Formers must all wear school ID badges when on school grounds. Their picture is printed on their card for identification purposes.
- School Council – Year 7 – 11 wear school ID badges when on school grounds to identify them to other students.

3.4 Student Assessment

Some courses, such as BTEC PE and Drama require that students' images and video are recorded as part of their assessment. In these instances images will be:

- Recorded only on school equipment.
- Stored securely.
- Used only by the teachers, students and examiners for the purposes of their course assessment.
- Sent for course moderation by examiners securely.
- Any other use is prohibited unless consent is received by parents.

4 Parental Consent

- The Data Protection Act 2018 and forthcoming General Data Protection Regulation (GDPR) requires the school to obtain explicit consent to take and photographs of students engaging in school activities unless there is a lawful basis for doing so (Section 3).
- All parents are asked to give their consent for photography of their child by completing a consent form.
- Parental preferences are recorded with student records in the school management information system, Capita SIMS.
- Consent preferences can be changed in writing at any time by requesting and completing a new consent form, or by updating your preferences in the SIMS Parent App.
- Staff are required to check our management information system prior to photographing students as part of educational activities, to ensure the school has permission to take and use photos.

5 Child Protection

Risk occurs when individual pupils can be identified by their names alongside photographs.

- We will only name the children in photographs that are displayed within the school, using their first name only.
- We will not use named photographs for any other purpose unless special parental consent has been received. Again, only the student's first name will be used.
- We are aware that with today digital world the content of the photograph can be used or adapted for inappropriate use. Therefore only images of children in suitable dress will be taken.
- Photographs will not be taken of children when they are vulnerable - upset, hurt or in a state of undress.
- Should the school learn about any inappropriateness of image use involving our pupils, we will immediately act and report it as we would for any other child protection issue.

6 Images for school publications

- The school will only take and use images that are appropriate and are considered to not be open to misuse.
- If an image of a child is used, the child's full name will not be published, only first names will be used.
- The school recognises that images must not be used to cause distress, upset or embarrassment.
- The school will use photographs that represent the diversity of the children participating.
- Images will be kept securely and held by the school for the duration of the pupil's time there, plus one year, after which they will be destroyed.
- Images of children from the school will not be used to illustrate controversial subjects.

7 Images for the school website and social media

School websites, Twitter and Facebook are part of the internet and are more easily accessible than paper based school publications. The school will make sure that only appropriate images are used.

- Images will only be published on the website and social media if parental consent has been received.
- Image filenames will avoid using children's names.
- The storage of electronic images will be regularly reviewed by a senior member of staff.
- Photographs of children are used anonymously on our website.
- Parents have a right to have any photo of their child removed from the website.

8 Images taken by parents/legal guardians, family members at school events

Photography in schools traditionally forms an endearing part of each family's record of their child's progress and a celebration of success and achievement as well as being an established social practice.

Where practicable, arrangements should allow photographs to be taken by parents and other guests attending school sports, concerts and similar events. Photography must not though, be allowed to upset the performance or smooth running of the event or affect the health and safety of pupils and others.

We may:

- Ask parents and others to refrain from photography at events where we appoint an official photographer and make arrangements to supply copies of pictures/DVD to parents. We will give notice of this in invitations to parents.
- Ask parents and others who wish to take photographs, where this is permitted, to do so from the rear of the audience, so that they do not impair the view of others. We will give notice of this in invitations to parents.

If parents or guardians take photographs or video recordings of our child/ren which include other pupils, they:

- will use these for personal and family use only.
- will only put photos of their children taken at school on social media networks if they do not contain recognisable images of other children.
- **understand that where consent has not been obtained from the other parents for any other use, they would be in breach of the Data Protection Act 2018 and GDPR if they used their images or recordings for any wider purpose.**

9 Publicity

Schools need and welcome publicity. Children's photographs add colour, life and interest to articles promoting school activities and initiatives. Making use of photographs for publicity materials and to promote the school in the press can increase pupil motivation and staff morale, and help parents and the local community identify and celebrate the school's achievements.

- Parental consent is required before students photos can be taken or used by the press for publicity purposes

10 Security

- Photographs held in school must be annotated with the date on which they were taken and stored securely. They should not be used other than for their original purpose, unless permission of the subject is obtained.
- Photography taken for publicity and promotional purposes should be retained for a maximum of two years after the student has left the school.
- Photographs must be destroyed or deleted from databases once they are no longer required for the purpose for which they were taken e.g. a photograph for ID purposes should not be retained when replaced or expired.

11 CCTV

- The school uses CCTV in within the boundary of the school as a security measure for the prevention of crime, protection of property and behaviour management.
- Cameras will only be used in appropriate areas and there will be clear signage indicating where it is in operation.
- Images are stored securely for up to one month before being destroyed.
- CCTV is stored locally within the school boundary as is not monitored remotely by a third party.