

## Policy: **Photography and Filming of Students**



- We will act in accordance with The Data Protection Act 1998 and the Devon County Council Code of Practice when taking and storing any images of students or filming or CCTV of any students in Sidmouth College or when our students are taking part in activities or education on our site or outside of school.
- The school will issue guidelines to all staff, visitors, volunteers and professionals regarding our policy.
- We will ask parents/carers of all of our students to consent by signature to their child being filmed or photographed.
- Staff, visitors, volunteers will inform a student that they are going to film or take a photograph giving them opportunity to step out of the image.
- Students will only be photographed when dressed appropriately. Attention will be paid to camera angles.
- Once an image/film is taken which identifies students they will only be used in the way in which the person or people in the picture were originally told it would be.
- When publishing an image with a caption, only the minimum amount of personal information will be disclosed.
- Details of home address, telephone numbers or email address of students will not be published.
- Staff, visitors and volunteers will not store on unencrypted portable equipment such as laptops, memory sticks and mobile phones.
- At a school event the school will decide beforehand whether they will allow the public to take images. If images are allowed to be taken the school will inform parents or carers before the event.
- The school can decide whether or not photography can take place on school premises. However, the school will not ban photography for fear of breaching the Date Protection Act which does not apply to parents or other family members taking pictures of their children for own personal use. Such parents do not need to obtain the permission of the other parents in case t their child appears in the picture.
- Professional photographers - if professional photographs attend a school event this needs to be made clear to those attending beforehand. Professional photographs should, out of courtesy, approach nearby public to explain that a photograph is being taken in case they wish to move away.
- If the school suspect anyone of taking inappropriate images at any time we will ask them to stop and leave the school site, record the incident and report to the Police
- The school will make it clear to students that students must not obtain images of students or staff in the school on mobile devices.

- Appendix A attached – guidelines.

## **Appendix A of Policy**

### **Guidelines for taking images of students**

#### General

- We need to comply with the Data Protection Act 1998 and the school policy.
- The responsibility for taking the image and storing the image securely lies with the individual member of staff, visitor, volunteer.
- We expect all staff, visitors and volunteers to comply with the schools policy and guidelines.
- Get into the practice of asking any student who knows they cannot be photographed to step outside of the image.
- You must inform the individual, whether student or staff or any other member of the public that you are going to record an image.
- You must give information about the purpose of the image – *i.e. a team photograph that could be used on a noticeboard, newspaper or internet.*
- You must allow time for an individual to step outside of the image.
- You must check the ‘photographic consent list’ to ensure that you do not photograph an individual where we do not have consent.
- You must not store the image on an unsafe device. Do not store on unencrypted equipment such as mobile phone, laptop, memory stick or any other such device.
- Images need to be stored securely and not on our public drive – staff should store any images on the H drive only.
- Any security incident should be reported to the Head Teacher.
- Use as little personal information when attaching information to an image. *i.e. if a first name only will suffice, do not use a surname*
- Never attach personal addresses, telephone numbers or email addresses to images.
- You must ensure that the individuals in the image are appropriately dressed.
- You must ensure that camera angles are appropriate.

#### At School Events

- If you know that photographs will be taken at school events this can be published either in letters to parents, on the web site, or on an invitation. Preferably BEFOREHAND or otherwise by means of a Privacy Notice – see below.
- If you are engaging a professional photographer for an event we will make this clear to parents/students.

#### For education purposes

- We can take an image of a student for educational purposes without consent. If the image is solely for educational purposes and it could not cause an individual unwarranted prejudice, damage or distress. In this instance there would be very strict criteria around how the image can be used afterwards and, therefore, it is advised that if there is no consent images are only recorded when necessary for course content.

- *E.g. of when consent is **not** required - 'drama teacher records her pupils in a drama lesson. The purpose of the video is to play back to the pupils to discuss their performances'*

#### Parents taking photographs

- You can decide whether or not you allow photography at an event on school premises. However, we cannot 'ban' photography due to the Data Protection Act which does not apply to parents/carers taking photographs of their own children for personal use. Such parents do NOT need permission of other parents in case a child appears in a picture.
- In such a case other parents would be informed - see At School Events above.
- If you would prefer parents not to take images this can be announced as a request – but we cannot say we have 'banned' images.

#### PRIVACY NOTICES (can be a poster or an announcement)

Example 1.

##### SCHOOL MUSIC CONCERT

During this concert we wish to inform parents/carers/students that we are allowing images to be recorded by members of the public.

Example 2

##### School Sports Day at Exeter Arena

We would like to inform parents/carers/students that during the school sports day professional photographers may take images for use by local newspapers. These images will be taken as action shots and the photographers will not be able to inform the students beforehand that the photograph has been taken.

**Reviewed: 19.05.16 (SLT)**

**Approved: 28.04.14 (L&S)**