Taking, Storing and Using Images of Children Policy

This policy also applies to the Prep School

Contents

1. Introduction and Scope 2
2. General Principles of Image Use 2
3. Consent 3
4. Use and Publication of Certain Pupil Images 3
5. Use of Pupil Images for Identification and Security 4
6. Use of Pupil Images for External Media 5
7. Security of Pupil Images 5
8. Use of Camera and Filming Equipment (including mobile phones) by Parents 5
9. Use of Cameras and Filming Equipment by Pupils 6
10. Guidelines for School Staff 7
11. EYFS 7
12. Other Policies 7

1. Introduction and Scope

This Policy is intended to provide guidance to staff and information to pupils and their parents, carers or guardians (referred to in this policy as "parents") about how images of pupils are normally used by Tormead ("the school"). It also covers the school's approach to the use of cameras, video and filming equipment at school events and on school premises by parents and pupils themselves, and the media.

It applies alongside any individual parent or pupil consent forms provided, and the parent contract, where this includes terms around image use and marketing, and should be understood in the context of any other information the school may provide from time to time about a particular use of pupil images, including e.g. signage about the use of CCTV; and more general information about use of pupils' personal data in the school's Privacy Notice.

Safeguarding and online safety issues are more specifically dealt with under the school's relevant safeguarding policies including the E-safety Policy, which can be found on the School's website.

Staff are additionally subject to their own training (in accordance with their role) and school policies in this area, including under the Staff Handbook.

2. General Principles of Image Use

Certain uses of images, including pupil images, are necessary for the ordinary running of the school for example, for administration, identification, educational and curricular purposes, and security. It may not be possible to object to such uses, although any concerns in this regard will be duly considered by the school.

Other uses are in the legitimate interests of the school and its community and unlikely to cause any negative impact on children. The school is entitled lawfully to process such images and take decisions about how to use them, although objections may be raised and the school will seek to accommodate any reasonable concerns. Examples are given in this policy.

We hope parents will feel able to support the school in using pupil images to celebrate the achievements of pupils, sporting and academic; to promote the work of the school; and for important administrative purposes such as identification and security.

Parents who accept a place for their child at the school are invited to indicate that they agree to the school using images of him/her as set out in this policy, via the relevant form (Open Apply for parents and school form for Pupils) and/or from time to time if a particular use of the pupil's image is requested. However, parents should be aware that certain uses of their child's images may continue to be necessary for example, administration, education or security or will be unavoidable (for example if they are included incidentally in CCTV or as a part of a whole-school photograph).

Any parent who wishes to limit the use of images of a pupil for whom they are responsible should their child's Head of Year or the School office (office@tormeadschool.org.uk). The

school will respect the wishes of parents/carers (and indeed pupils themselves) wherever reasonably possible, and in accordance with this policy.

Where remote video provision for pupils (via e.g. Zoom, Google Meet or Teams) is necessary, whether for lessons or e.g. counselling, the school will notify its policies in respect of monitoring, recording and retention of such sessions (along with policies on appropriate dress and supervision).

3. Consent

Parents should be aware that, from around secondary school age, the law recognises pupils' own rights to have a say in how their personal information is used – including images.

The School's policy is that when consent is required it should be obtained as follows:

- Where the pupil is in Year 7 or below, consent should be sought from a parent, guardian or carer;
- Where the pupil is in Year 8, 9 10 or 11 then consent should be sought from both the pupil and their parent (including guardian or carer);
- Where the pupil is in Year 12 or 13, then only the pupil's consent will need to be obtained.

Where the pupil is in Year 8, 9, 10 or 11, consent will not be considered given if either the pupil or parent(s) withhold consent.

Pupil consent does not apply to:

- Images where the focus is not upon the pupils as individuals. Tormead defines this as instances where more than six pupils are shown.
- Images taken in the following contexts, for individuals or groups of any number:
    a. whole school or house events;
    b. public events such as concerts and performances;
    c. sporting fixtures.

Pupil consent does apply for:

- Images taken of pupils in groups of six or fewer.

Consent will be sought for all other external uses of pupil images online. In particular, where any intended use is more intrusive or unexpected – for example, if a child is the focus of the image and their face can clearly be seen – the school will discuss the use with the pupil or parents (as appropriate) in advance.

4. Use and Publication of Certain Pupil Images

In accordance with any consents, notices or objections as may be applicable from time to time, the school will use images of its pupils to keep the school community updated on the activities of the school, and for marketing and promotional purposes, including:

- on internal displays and notice boards within the school premises;

- as part of the school's internal systems such as ISAMS, medical records and intranet, and in appropriate communications sent from the school by whatever means with the school community;
- as part of school curricular activities for example for physical education or drama, or as a teaching aid, as part of official activities using school devices, tablets and applications;
- in printed material, such as school magazines and printed marketing material, including the school's prospectus;
- on the school's website and, where appropriate and in line with relevant policies, via the school's social media channels e.g. X (formerly) Twitter, Instagram and Facebook; and
- exceptionally, in the press and other external advertisements for the school.

Legitimate interests will be relied upon for any uses which are either essential (for example, security, administration and education) or which fall within a scope of reasonably expected uses. Reasonably expected uses include via internal school, parent communications, or on the intranet, in printed material such as a school magazine or prospectus, or any uses whereby an individual child cannot reasonably be identified by someone outside the school community: for example, where their face cannot clearly be seen.

The key effect of the school relying on legitimate interests is that parents and pupils may be entitled to object to such uses, although their specific consent will not be sought beforehand. Any objections will be duly considered by the school, but objections can be overridden by other factors: for example, uses which the school considers essential; or uses which create little or no risk of harm (including where children are not at risk of outside identification).

The school will take reasonable steps following any objection or withdrawal of consent but may not be able to recall or destroy printed materials. Any concerns or vulnerabilities relating to a pupil or their family should be drawn to the school's attention in advance. The safeguarding and best interests of pupils will remain the school's priorities at all times.

5. Use of Pupil Images for Identification and Security

Parents will be informed that in every year of the Prep School, and at the starts of Year 7, Year 10 and the Lower Sixth in the Senior School, as well as new joiners to other Senior years, an individual photograph will be taken of their daughter by a professional company. This photograph will be made available to the parents. Whenever a whole School photograph is taken it will be displayed in school and made available to the parent body. Occasionally, professional photographers are invited to document events e.g. dramatic productions or to take photographs for marketing purposes. Professional photographers are not allowed unsupervised access to pupils.

CCTV is in use on school premises for certain notified purposes, including security, and in certain cases is likely to capture images of pupils. Images captured on the school's CCTV system are used in accordance with the Privacy Notice and CCTV Policy and the location of cameras will be clearly notified, including by signage.

6. Use of Pupil Images for External Media

Where practicably possible, the school will always notify parents in advance when the media is expected to attend an event or school activity in which school pupils are participating, and will make every reasonable effort to ensure that any pupil whose parent or carer has refused permission for images of that pupil, or themselves, to be made in these circumstances are not photographed or filmed by the media, nor such images provided for media purposes.

The media may ask for the names of the relevant pupils to go alongside the images. It is not the School's policy to provide full or first names in this scenario, and these will only be provided where parents have been informed about the media's visit and either parent or pupil has specifically consented to the sharing of their name, for an appropriate and necessary purpose.

7. Security of Pupil Images

Professional photographers and the media are accompanied at all times by a member of staff when on school premises. The school uses only reputable professional photographers and makes every effort to ensure that any images of pupils are in suitable dress and held by such persons securely, responsibly and in accordance with the school's instructions.

The school takes appropriate technical and organisational security measures to ensure that images of pupils held by the school are kept securely on school systems, and protected from loss or misuse. The school will take reasonable steps to ensure that members of staff only have access to images of pupils held by the school where it is necessary for them to do so. Any external processors of pupil images are engaged only for lawful purposes consistent with those set out in this policy, and subject to proper due diligence and contractual protections.

All staff are given guidance on the school's Policy on Taking, Storing and Using Images of Pupils, and on the importance of ensuring that images of pupils are made and used responsibly, only for school purposes, and in accordance with school policies and the law.

Pupils are also given mandatory and age-appropriate training on their own privacy online and with their peers, including image use and social media safety.

8. Use of Camera and Filming Equipment (including mobile phones) by Parents

Parents, guardians or close family members (hereafter, parents) are welcome to take photographs of (and where appropriate, film) their own children taking part in school events, subject to the following guidelines, which the school expects all parents to follow:

- When an event is held indoors, such as a play or a concert, parents should be mindful of the need to use their cameras and filming devices with consideration and courtesy for cast members or performers on stage and the comfort of others. Flash photography can disturb others in the audience, or even cause distress for

those with medical conditions; the school therefore asks that it is not used at indoor events.

- Parents are asked not to take photographs of other pupils, except incidentally as part of a group shot, without the prior agreement of that pupil's parents.
- Parents are reminded that such images are for personal use only. Images which may, expressly or not, identify other pupils should not be made accessible to others online (for example on Facebook, Instagram or by text or WhatsApp), or published in any other way.
- Parents are reminded that copyright issues may prevent the school from permitting the filming or recording of some plays and concerts. The school will always print a reminder in the programme of events where issues of copyright apply.
- Parents may not film or take photographs in changing rooms or backstage during school productions, nor in any other circumstances in which photography or filming may embarrass or upset pupils, by reference to their dress or activity or any other factor.

The school reserves the right to refuse or withdraw permission to film or take photographs, at a specific event or more generally, either for all attendees/parents (e.g. where a safeguarding risk to an individual child has been identified) or from any individual parent who does not follow these guidelines, or is otherwise reasonably felt to be making inappropriate images.

The school sometimes records plays and concerts professionally (or engages a professional photographer or film company to do so), in which case physical or digital copies may be made available to parents for purchase. Parents of pupils taking part in such plays and concerts will be consulted if it is intended to make such recordings available more widely. An exception to these rules is made for designated parent photographers who provide content for the Year 6 yearbook and observe the same policy for upload and deletion as Tormead staff members.

Should remote video provision at home (by Zoom, teams or otherwise) be required or facilitated by the school in any context, specific guidelines and instructions will be provided to ensure privacy and safety, including around dress and recording of video.

9. Use of Cameras and Filming Equipment by Pupils

Pupils should follow the guidelines stipulated in the appropriate (Prep or Senior) Pupil E-Safety and Acceptable Use of Technology Policy, which every pupil must sign at the start of each academic year.

All pupils are encouraged to look after each other, and to report any concerns about the misuse of technology, or any worrying issues to a member of the Pastoral staff.

The use of cameras or filming equipment (including on mobile phones) is not allowed in toilets, washing or changing areas, nor should photography or filming equipment be used by pupils in a manner that may offend or cause upset.

The misuse of images, cameras or filming equipment in a way that breaches this Policy, or the School's Pupil E-Safety and Acceptable use of Technology Policy, Safeguarding Policy, Anti-Bullying Policy or the Behaviour Policy is always taken seriously and may be the subject of disciplinary procedures or dealt with under the relevant safeguarding policy as appropriate.

10. Guidelines for School Staff

Photographs or videos may be taken on school cameras or mobile devices (mobile phones or iPads) only. Staff are not allowed to use personal devices. Photos should be sent directly to the marketing team and/or the school secure drive at the earliest opportunity and then deleted from the device itself once they have been used for school purposes.

All photographs or videos should be stored securely and only accessed by those authorised to do so. Staff should follow a 'take, send, delete' protocol.

Staff should ensure that the pupils understand why the images are being taken and have agreed to the activity. This is essential for groups involving six or fewer pupils, and strongly advised in all other circumstances, where possible.

11. EYFS

When starting school at Tormead and joining the Reception class, parents are given a consent form to sign if they give permission for their daughter to be photographed. Pupils in EYFS must only be photographed using the school's owned iPads or cameras. When teaching EYFS in their setting, staff must leave their mobile devices and all other electronic devices with imaging and sharing capabilities outside the setting (wherever that may be). Parents are not permitted to take photographs at any events involving pupils in reception. External companies may occasionally be used to take photographs/video footage of pupils in EYFS; in these cases, the company in question should provide documentation making clear the date on which these images will be permanently deleted from their files.

12. Other Policies

- Safeguarding Policy
- Behaviour Policy
- Biometric Policy
- Pupil E-Safety and Acceptable use of Technology Policy
- Anti-Bullying Policy