

# TAKING, STORING AND USING IMAGES OF CHILDREN POLICY

## 1. This Policy

- 1.1. This Policy is intended to provide information to students and their parents, carers or guardians (referred to in this policy as "parents") about how images of students are normally used by Elizabeth College, Elizabeth College Junior School and Elizabeth College Pre-school ("the school"). It also covers the school's approach to the use of cameras and filming equipment at school events and on school premises by parents, students themselves and the media.
- 1.2. This policy applies in addition to the school's terms and conditions, and any other information the school may provide about a particular use of student images, including e.g. signage about the use of CCTV and more general information about use of students' personal data in the school's Privacy Notice. Images of students in a safeguarding context are dealt with under the school's Safeguarding Policy.

## 2. General Points

- 2.1. Certain uses of images are necessary for the ordinary running of 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, subject to any reasonable objections raised.
- 2.2. Parents who accept a place for their child at the school are invited to indicate agreement to the school using images of him/her as set out in this policy, by returning the Registration form. Parents also should be aware of the fact that certain uses of their child's images may be necessary or unavoidable (for example if they are included incidentally in CCTV or a photograph).
- 2.3. We hope parents will feel able to support the school in using student images to celebrate the achievements of students, promote the work of the school, and for important administrative purposes such as identification and security.
- 2.4. Any parent who wishes to limit the use of images of a student for whom they are responsible should contact the School Office at Elizabeth College, ECJS Beechwood, ECJS Acorn House or the Pre-school as appropriate in writing. The School will always respect the wishes of parents/carers (and indeed students themselves) wherever reasonably possible, and in accordance with this policy.
- 2.5. Parents should be aware that, from around the age of 12 and upwards, the law recognises children's own rights to have a say in how their personal information is used, including images.

## 3. Use of Student Images in School Publications

- 3.1. Unless the relevant student or his or her parent has requested otherwise, the school will use images of its students to keep the school community updated on the activities of the school, and for marketing and promotional purposes, including:
  - 3.1.1. on internal displays (including clips of moving images) on digital and conventional notice boards within the school premises;
  - 3.1.2. in communications with the school community (parents, students, staff, Directors and alumni) including by email, on Firefly and by post;
  - 3.1.3. on the school's website and, where appropriate, the school's social media channels including Twitter, Facebook, You Tube and Vimeo. Such images would not normally be accompanied by the student's full name without permission;

- 3.1.4. in the Elizabethan Magazine, Newsletters or similar publications which may be issued both on paper and as an e-magazine accessible on one or more of the school's website, the Old Elizabethan Association's website and/or the College's Digital Archive; and
  - 3.1.5. in the school's prospectus and in online, press and other external advertisements for the school. Such external advertising would not normally include student's names.
- 3.2. The source of these images will predominantly be the school's staff (who are subject to policies and rules in how and when to take such images) or a professional photographer used for marketing and promotional purposes, or occasionally students. The school will only use images of students in suitable dress and the images will be stored securely and centrally.

#### **4. Use of Student Images for Identification and Security**

- 4.1. All students are photographed on entering the school and, thereafter, every year for the purposes of internal identification. These photographs identify the student by name, year group, house and form/tutor group.
- 4.2. CCTV is in use on school premises and will sometimes capture images of students. Images captured on the School's CCTV system are used in accordance with the school's Privacy Notice and CCTV policy.

#### **5. Use of Student Images in the Media**

- 5.1. Guernsey based media organisations are regularly invited to school events including prizegiving, concerts, Church services, charity activities and other day-to-day activities of the school. The School will make every reasonable effort to ensure that any student whose parent or carer has refused permission for images of that student, or themselves, to be made in these circumstances are not photographed or filmed by the media, nor such images provided for media purposes.
- 5.2. The media often ask for the names of the relevant students to go alongside the images and these will be provided where this is considered relevant and appropriate.
- 5.3. Students may be interviewed by media organisations and named and directly quoted in their reports, in print, radio or TV, unless their parent or carer has refused permission for that student to be interviewed.

#### **6. Security of Student Images**

- 6.1. 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 students are held by them securely, responsibly and in accordance with the school's instructions.
- 6.2. The school takes appropriate technical and organisational security measures to ensure that images of students 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 students held by the school where it is necessary for them to do so.
- 6.3. All staff are given guidance on the school's Policy on Taking, Storing and Using Images of Students, and on the importance of ensuring that images of students are made and used responsibly, only for school purposes, and in accordance with school policies and the law.

## **7. Use of Cameras and Filming Equipment (including mobile phones) by Parents**

- 7.1. 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:
  - 7.1.1. 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.
  - 7.1.2. Parents are asked not to take photographs of other students, except incidentally as part of a group shot, without the prior agreement of that student's parents.
  - 7.1.3. Parents are reminded that such images are for personal use only. Images which may identify other students should not be made accessible to others via websites or social media (for example on Facebook), or published in any other way.
  - 7.1.4. 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.
  - 7.1.5. 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 students.
- 7.2. The school reserves the right to refuse or withdraw permission to film or take photographs (at a specific event or more generally), from any parent who does not follow these guidelines, or is otherwise reasonably felt to be making inappropriate images.
- 7.3. The school sometimes records plays and concerts professionally (or engages a professional photographer or film company to do so), in which case CD, DVD or digital copies may be made available to parents for purchase. Parents of students taking part in such plays and concerts will be advised if it is intended to make such recordings available more widely.

## **8. Use of Cameras and Filming Equipment (including mobile phones) by Students**

- 8.1. All students 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.
- 8.2. The use of cameras or filming equipment (including on mobile phones) is not allowed without specific permission of a member of staff.
- 8.3. The misuse of images, cameras or filming equipment in a way that breaches this Policy, or the school's Anti-Bullying Policy, E Safety and Acceptable Use Policy for Students, Safeguarding Policy or the school rules, is always taken seriously and may be the subject of disciplinary procedures or dealt with under the relevant safeguarding policy as appropriate.

## **9. Use of Cameras and Filming Equipment (including mobile phones) by Staff**

- 9.1. Staff should be aware that there are restrictions on the use of images of some students. This information is stored on students' records in iSAMS.
- 9.2. Images of students should be stored on the school's system and should not be stored on personal devices. Box Capture may be useful for this purpose.