



Ryhope Infant School Academy

Policy for the use of Digital Imagery in school

This policy is based on the guidance provided by the Children's Services Safeguarding Team and HR Team. The source for this guidance comes from West Lothian Council (Photography: Protection of Pupils)

Introduction

Photography of pupils in school is subject to the Data Protection Act 1998 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. Restrictions on photography also arise from issues of child protection and copyright in performances.

'Photography' including photographic prints, transparencies, video, film, digital imaging, cameras with mobile phones and images on the internet.

'In school' is whenever and wherever pupils and young people are the responsibility of the school or Children's Services.

'Parent' means anyone with parental rights and responsibilities in relation to a pupil.

This policy is intended to:

- Facilitate photography for the business of the school
- Ensure that images are stored securely and are used only by those authorised to do so
- Respect the rights of the individual
- Safeguard children
- Allow personal photography where possible

NB The use of mobile camera phones by staff and parents on the school site, is not permitted in any circumstance

Photography by School Staff

School staff can use photographs of pupils and young people for the following main purposes:

- Pupil administration
- Curriculum Work
- To record children's development and progress
- Celebration of achievements
- Corporate and community work
- Publicity for the work of the school

Copyright and the use of these photographs is controlled i.e. they will be retained safely by the school or issued to the pupil concerned.

Photographs held in school must be annotated with the date on which they were taken and stored securely. They should only be used for their original purpose, unless permission of

subject is obtained. They must be destroyed or deleted from databases once they are no longer required for the purpose for which they are taken.

- Photographs taken for identification purposes should be destroyed once they are replaced or expired.
- Photographs taken for publicity and promotional purposes should be destroyed after a maximum of 2 years
- Photographs contributing to the history of the school, its pupils, activities or the community can be retained indefinitely

Parents are asked when they first join the school and annually to give or decline their permission for photography (recorded on Contact Form) by the school or outside agencies to be used for:

School Prospectus/School Website/Press Releases

DVD recordings of school performances (to be made available to parents/carers)

Photographs by other Authorised Agencies

The involvement of other agencies may only be authorised by the Headteacher, or by Corporate Communications or Press Office. The other agencies are:

- Children's Services
- Commercial photographers commissioned by the Council or Headteacher. Copyright rests with the photographer
- The press and other media. Copyright rests with the photographer
- Officers of the council including the Children's Services. The Authority controls copyright.

Only pupils for whom we have written permission will be photographed. Parents should be informed that when a class or group photograph is taken by a commercial agency, the photographer retains copyright, Parents must be given contact details of the agency used.

Where a commercial photographer is used the school will follow the specific guidelines:

- School will provide a clear brief as to what is considered appropriate in terms of content and behaviour to the photographer
- School will carry out relevant safeguarding checks and issue photographer with identification which must be worn at all times.
- School will not allow unsupervised access to any child.

Parental Photography

Photography in schools traditionally forms a lasting 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 practical, arrangements should allow photographs to be taken by parents and other guests attending school events such as sports, concerts and other similar events. It must not however be allowed to upset the performance or smooth running of the event or affect the health and safety of pupils and others.

Parental Photography must not include any child whose parent has refused consent for any reason. **This may mean offering photography opportunities before or after the event rather than during it.**

Commercial copyright in a dramatic performance or musical will normally exclude any audio or video recording by the public other than the school for internal purposes and in that event parents and their guests must be informed that infringement of copyright is strictly forbidden.

In the event of inappropriate use of children's photographs the Headteacher will inform the Sunderland Safeguarding Team & Social Services and/or the Police

School Website

Only appropriate images will be used in the school website and only with consent from parents. No child will be identified by their names or addresses.

Inappropriate use of photography

Policy for the use of devices for digital imagery: main points

- Retention schedules for digital imagery in place (2 years- if not the history of the schools)
- Storage of photos on school server, not laptops or memory sticks
- Control of contractors obtaining photographic evidence (protocols in place)
- Parent contact forms re use of photographs, updated annually (see Contact files)
- Photographs used on the website only as appropriate and with parental consent only

Protocols re: printing out photographs

- All classes are networked to a central printer/photocopier.
- Staff must ensure that they collect their printed photographs promptly.
- Strict protocols must be followed as to the use of digital imagery (see above) and any other sensitive/ confidential documentation

School Cameras

- Each class has access to a school digital camera, with an SD memory card
- Cameras remain on school premises unless permission is given to take on a school visit where the usual protocols are followed
- All images are downloaded on to a folder on the curriculum server
- Photos are deleted as per retention schedules

Data Protection: Security Risks

Laptops

- Procedures in place for Laptops
- All staff issued with a laptop have signed the Laptop Policy
- Protocols in place is staff take laptop home- must be only person using it, their responsibility, if absent from school every effort must be made to get the laptop returned to school ASAP.
- Laptops are password protected for teachers work.
- All laptops are locked away in a secure cupboard after school, unless staff take them out to take home to use.

Memory Sticks

- Staff in school use encrypted memory sticks.
- Protocols in place- no images of children or sensitive information such as reports are permitted to be retained on memory sticks

Access to the school curriculum server

- All staff have access to the 'staff room' section of the curriculum server
- Early Days staff and admin staff have access to a 'Shared Area'

Access to the internet (see ICT/E-safety/Acceptable Usage policies)

- All staff in school and day-care have access to the internet. They are issued with a password which is held securely in the school safe
- Children in school have supervised access to the internet, using search engines for children.

Reviewed by the Governing Body**Chair of Governors: Ms S Brown****Date: 6.11.13**