



KEW COLLEGE PREP

Taking, Storing and Using Images of Pupils Policy

This policy applies to the whole school including the EYFS

This policy is published on the Kew College Prep website and is also available to parents from the School office upon request.

This policy is written with due regard to the following:

Data Protection Act 2018, UK General Data Protection Regulation (GDPR), Keeping Children Safe in Education (KCSIE) (Sept 2023) including Annex D: Online Safety

See also the School's policies as follows:

Anti-Bullying Policy and Anti-Cyber-Bullying Policy; CCTV Policy; Data Protection Policy, Internet and On-line Safety Policy, Privacy Notice, Safeguarding and Child Protection Policy

1. This Policy

- This Policy is intended to provide 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 Kew College Prep. It also covers the school's approach to the use of cameras and filming equipment at school events and on school premises by parents and pupils themselves, and the media.
- It applies in addition to the school's 'Terms and conditions' and any other information the School may provide 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, e.g. the school's Privacy Notice. Images of pupils in a safeguarding context are dealt with under the school's relevant safeguarding policies.

2. General points

- Certain uses of images are necessary to support the educational aims 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.
- 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, via the Pupil Image Authorisation Form sent to parents prior to their child(ren) starting at the School or through uploading their consent in SchoolBase, and 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 be necessary or unavoidable (for example if they are included incidentally in CCTV or a photograph).

- We hope parents will feel able to support the school in using pupil images to celebrate the achievements of its pupils, both academic and in their other curricular and extra-curricular activities and trips and to promote the work of the school.
- Any parent can change their level of consent regarding use of images of a pupil for whom they are responsible, at any time by updating their consent in Schoolbase, contacting the Registrar in writing or completing the Pupil Image Authorisation Form available at the front office. The school will respect the wishes of parents (and indeed pupils themselves) wherever reasonably possible, and in accordance with this policy.
- Parents should be aware that, from around the age of 12 and upwards, the law recognises pupils' own rights to have a say in how their personal information is used – including images.

3. Use of Pupil Images in School Publications

- Parental consent has been requested for:
 - **Internal Images: Individual photos of children or groups of less than four pupils.** Where images are used for the school community to celebrate the achievements of pupils in curriculum or extra-curriculum achievements, or to promote the work of the School such as in School publications, recordings of School performances (available for parents to buy or view via a 'School community only' online recording) and on the Parent Portal of the School website. Such images would not normally include pupil's full names.
 - **School Magazine (Kew Review).** Images are used in the School Magazine, which is available for those waiting in the School Reception to read while they wait, and older copies are offered to prospective parents visiting the School. Otherwise the Kew Review is only given to the parents of School pupils. Such images would not normally include pupil's full names.
 - **External Images: Groups of four or more pupils.** Where photographs are selected by the School for publication in the School's prospectus or in online, press and other external advertisements for the School. Such images would not normally include pupil's full names.
- The School will seek the parent's specific consent depending on the nature of the image or the use for:
 - **External Images: Individual pupil photographs.** When individual photographs are selected by the School for publication in the School's prospectus or in online, press and other external advertisements for the School. Such images would not normally include pupil's full names.
- The source of these images will predominantly be from 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 pupils themselves or their parents. The School will only use images of pupils in suitable dress and the images will be stored securely and centrally.

4. Use of Pupil Images for Identification and Security

- CCTV is in use on school premises, and will sometimes capture images of pupils. Images captured on the School's CCTV system are used in accordance with the Privacy Notice and CCTV Policy / any other information or policies concerning CCTV which may be published by the school from time to time.

5. Use of Pupil Images for Remote Learning

- Pre-recorded videos/PowerPoint presentations and photographs of pupils to support remote learning – parental consent is sought in advance. Pre-recorded videos/PowerPoint presentations and photographs of pupils will be kept for the academic year and then securely deleted
- Recording of Remote Lessons to allow pupils to re-work through the lessons in their own time – if the lesson is recorded, it will contain voices and images of pupils. Lessons that are recorded are kept for the academic year and then securely deleted
- Livestreaming of PSHE lessons from the classroom to allow a pupil to join the lesson from home - the lesson will contain pupil's voices and images. These lessons are not recorded

6. Use of Pupil Images in the 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. The School 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 often asks for the names of the relevant pupils to go alongside the images, and these will be provided where parents have been informed about the media's visit and the parent has consented.

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 held by them 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 will only use images of pupils held by the School where it is necessary for them to do so for the proper performance of their duties.

- 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.

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

- Parents, guardians or close family members (hereafter, parents) are welcome to take photographs (and where appropriate, film) of 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 requests that flash photography is not used at indoor events or marquee events;**
 - **Parents are requested 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 via the internet (for example on Facebook), 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.
- 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.
- 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 pupils taking part in such plays and concerts will be consulted if it is intended to make such recordings available more widely.

9. Use of Cameras and Filming Equipment by Pupils

- 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, is always taken seriously, and may be the subject of disciplinary procedures or dealt with under the relevant safeguarding policy as appropriate.

Approved by:	Updated by:
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