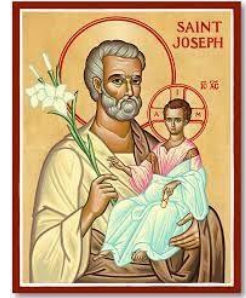




St Joseph's is a joyful community which follows the example of Jesus, helping, accepting and respecting everyone, as we learn and grow together, safe in His love.



Policy for: Taking, Storing and Using Images of Children

Name of School	St Joseph's Catholic Primary School	
Name of Policy/Guidance author	Headteacher	
Guidance Date	September 2023	
Date of next Review	September 2026	
Policy/Guidance agreed by Governors	Committee	N/A
	Date	N/A

INTRODUCTION

This Policy is intended to provide information to pupils and their parents, carers or guardians about how images of pupils are normally used by St Joseph's Catholic Primary 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 and pupils themselves, and the media.

Images of pupils in a safeguarding context are dealt with under the school's relevant safeguarding policies

General Points to be aware of

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.

Parents who accept a place for their child at the school are invited to agree to the school using images of him/her as set out in this policy, by signing our Photograph Consent form <https://st-josephs-upminster.net/wp-content/uploads/2023/05/Photo-Consent-Form-May-2023-1.pdf>.

However, parents 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).

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 should be aware 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.

2. Use of Pupil Images in School Publications

Unless the relevant pupil or his or her parent has requested otherwise in the Photograph Consent form, 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:

- in communications with the school community (parents, pupils, staff and Governors) including by email, on the school intranet and by post;
- on the school's website and, where appropriate, via the school's social media channel, Twitter. Such images would not normally be accompanied by the pupil's full name without permission
- in promoting the St Joseph's Catholic School, the school will seek the parent/carers specific consent, depending on the nature of the image or the use.
- 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. The school will only use images of pupils in suitable dress and the images will be stored securely and centrally.

3. Use of Pupil Images for Identification and Security

- All pupils are photographed when they start school and, thereafter, at yearly intervals, for the purposes of internal identification. These photographs identify the pupil by name, year group, house and form group.
- CCTV is in use on school premises, and will sometimes capture images of pupils.

4. Use of Pupil Images in the Media

- 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 often asks for the first name of the relevant pupils to go alongside the

images, and these will be provided where parents/carer's consent has given.

5. 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 only have access to images of pupils held by the school where it is necessary for them to do so.
- 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 the school's policies and the law.

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

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 via the internet (for example on Facebook), or published in any other way.
- 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