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## Safeguarding Statement

At Beatrice Tate School we respect and value all children and young people and are committed to providing a caring, friendly and safe environment for all our students so they can learn, in a relaxed and secure atmosphere. We believe every student should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Beatrice Tate School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our learners by protecting them from physical, sexual and emotional abuse, neglect and bullying.

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## 1. Introduction

The Staff and Governors at Beatrice Tate School believe that the responsible use of student's \*images can make a valuable contribution to the ethos of the school. Making use of photographs in school publicity materials can increase student motivation, raise staff morale, and help parents and the local community identify and celebrate the school's achievements. The policy aims to respect students' and parents' rights of privacy and minimise the risks to which young people can be exposed through the misuse of images.

*\*The word images, is used to include photographs, digital photographs, webcam, websites, film and video recordings.*

## 2. Data and Child Protection

- The Data Protection Act 1998 governs the use of photography in the school because an image of a student is personal data for the purpose of the Act and it is a requirement that consent is obtained from the parent of a child or young person under the age of 18 years for any photographs or video recordings for purposes beyond the school's core educational function (e.g. school websites, school productions).
- In seeking consent from parents or guardians it will be made clear why the child's image is being used and who may want to look at the images. A consent form is attached as **Appendix A**. The consent form will include the period of time for which consent applies.
- All images will be stored securely and used only by those who are authorised to do so. Images of children will not be re-used after they have left school; these images will be destroyed or returned to the child/parent. Where children are 'Looked After' the school will check consent on the corporate parent's behalf with the social worker.
- Parents retain the right to withdraw consent at any stage, but they need to do so in writing.
- The school will only use images that the Headteacher and Governing Body consider suitable and which appropriately represent the range of activities the school provides and the values it adheres to.
- The school will only use images of children in suitable dress. No images will be used which could be considered to put any child at increased risk.
- Any evidence of the use of inappropriate images, or the misuse of images, will be reported to the school's Child Protection Liaison Officers, LEA, Social Services and the police as appropriate.

## 3. Typical uses of images

- Video based learning projects
- Displays of students' activities and events
- Student records and assessment, recording and reporting
- Performing arts concerts and performances
- Sports Days and sports fixtures and the use of photographic equipment by parents and guardians and children from other schools.
- Media, including newspaper and television.
- Publications such as newsletter and prospectus and school and LA websites.

## 4. Planning photographs or videos of students

The following good practice will be followed in the planning of photographic or video images of students:

- Where possible, general shots of classrooms or group activities rather than close-up pictures of individual children will be used. Camera angles will be considered; photographs taken over the shoulder, or from behind, are less identifiable.
- It will be ensured that all students are appropriately dressed. No images should be taken of students undressed or semi-undressed. No images should be taken in hygiene rooms or toilets.
- Images will be used that represent the diversity of the young people participating.
- If the student is named in full, their photograph will be avoided. If the photograph is used, the student will not be named in full.
- Students' first names may be used and full names in group situations where they cannot be linked to individuals in the photograph.
- Images that only show a single student with no surrounding context of what they are learning or doing will be avoided, unless it is used for their student profile or portrait. Images of three or four students are more likely to also include their learning context.

## 5. Using images supplied by a third party

Copyright does not apply to images for private family use. However, copyright does exist in commercial photographs and it rests with the photographer. Copyright is a right that the photographer automatically enjoys as the creator of the work to prevent other people exploiting his or her work and to control how other people use it.

Before using a photograph supplied by a third party the school will check that the third party owns the copyright in the photograph and will obtain their written or verbally recorded permission to use it.

Third parties will generally be under the same obligations as the school to obtain parental consent to the use and distribution of photographs. Third parties will therefore be asked by the school to guarantee that all relevant consents have been given and that they are entitled to provide the school with the image.

## 6. Use of images by the press

The school will allow newspapers to use students' names alongside photographs of school events, provided that parents give their written consent.

The school will make clear *in advance* to journalists on what basis they are being allowed to take photographs and what use they can make of the images and the students names.

## 7. School prospectus and other displays/literature

Personal details or full names of any student in a photograph in such school literature will be avoided.

## 8. Videos

Parental consent will be obtained before any student can appear in a video. Parents can make video recordings of assemblies and other such events for their own personal and family use, as the Data Protection Act does not cover them.

## 9. School assemblies, sports days, school trips, etc

Parents/guardians are not required to comply with the Data Protection Act 1998 when taking photographs for their own private use of their children at an organised School event such as a play, concert or sports day.

Parents/guardians are not permitted, however, to take photographs or to make a video recording for anything other than their own personal use. Recording and/or photographing other than for private use would require the consent of all the other parents/guardians whose children may be included in the images.

To make sales or pass copies on without this could be a breach of the Data Protection Act. At the start of an organised school event it will be made clear to parents/guardians that any images taken must be for private use only and if they include other than their own child, they must not be put on the web/internet without their consent, otherwise Data Protection legislation may be contravened.

Those parents and guardians known to the school and helping with the event, such as assisting with children dressing or changing, should not take photos or videos while doing so.

The school will make sure that people with no connection with the school do not have any opportunity to film covertly. Recording or/photographing other than for private use would require the consent of all the other parents whose children may be included in the images.

General guidance:

- Parents and guardians must follow guidance from staff as to when photography and videoing is permitted and where to stand in order to minimise disruption to the activity.
- Parents and guardians must not photograph or video children changing for performances or events.
- If you are accompanied or represented by people that school staff do not recognise, staff will need to verify who they are if they are using a camera or video recorder.
- Staff will question anyone they do not recognise who is using a camera and or video recorder at events.
- If a video is produced by the school of a production, which includes a cast list in the credits parents of the cast will be asked for their consent for names to appear.

## 10. Websites and social media

The school will adopt the same principles as outlined above when publishing images on the Internet or social media as for any other kind of publication or publicity material. However, the school recognises that there is no control over who may view the images and consequently a greater risk of misuse of images, via the Internet.

The school will therefore give specific consideration to the suitability of images for use on the school's website.

## 11. Webcams, CCTV and mobile phones

The school will ensure that if a webcam or CCTV is being used this will be well signposted and people will know that the webcam or CCTV is there before they enter the area in order to consent to being viewed in this way.

People will be told why the webcam or CCTV is there, what the images will be used for and who might want to access the images and what security measures are in place to protect access.

Mobile phones with photographic and video capabilities will not be permitted in student areas of the school. Misuse of a mobile phone with photographic capabilities will result in the school following disciplinary procedures.

## 12. The storage of images

Images will be maintained securely for authorised school use only, and disposed of or returned to the child/parents when the child has left the school provided any images required for external exam board coursework/assessments have been retained for the required period.

## 13. Official school photographs

Periodically the school may invite an official photographer into school to take portraits/photographs of individual children and/or class groups. The school will undertake a risk assessment in terms of the validity of the photographer/agency involved and establishing what checks/vetting has been undertaken. Procedures will also be in place to ensure that levels of supervision are appropriate to safeguard the welfare of children at all times when visitors are present on the school site.

## 14. Monitoring and Review


This policy will be reviewed by the Headteacher or Deputy Headteacher annually. At every review, the policy will be approved by the Governing Body.

## 15. Links with other policies

This policy links to the following policies and procedures:

- Child Protection and Safeguarding
- E-safety
- Staff, Governors and Visitors Code of Conduct
- Disciplinary Policy and Procedures

## 16. Appendix A – Consent Form for processing students’ personal data



### Consent form for processing students’ personal data

Student’s name:.....

Dear Parent/Guardian,

At Beatrice Tate School we use information about your child in a number of different ways, and we’d like your consent for some of the ways we use this personal data. We set these out in more detail below. If you are not happy for us to use information in the ways we list below, we will accommodate your preferences. Similarly, if you change your mind at any time, you can let us know by emailing [admin@beatricetate.towerhamlets.sch.uk](mailto:admin@beatricetate.towerhamlets.sch.uk), calling the school on (020) 8983 3760 or by speaking with our Home-School Liaison.

**Why are we asking for your consent?**  
To ensure we are meeting the data protection requirements, we need to update your consent for some of the ways we may use information about your child.  
Please see our Data Protection Policy and the Privacy Notices on our website for further information.

**Photos and videos**  
At Beatrice Tate School we regularly take photographs and videos of students. These images are an integral part of our Assessment Recording and Reporting (ARR) system which is used to assess needs, track progress and to generate student reports. We may also wish to use images in school publications, on the school’s website and on display boards around school.

The safeguarding of all students is a high priority and Beatrice Tate School will protect the privacy of all students and never disclose any personal information. Any photographs or video taken of students will be positive and only used to promote the good work of the school and its learners.

We would like your consent to take photos and videos of your child, and use them in the ways described below. If you’re not happy for us to do this, we will accommodate your preferences.

Please tick the relevant box(es) below, sign and return this form to school.

Use of photos and video images	Yes	No
I consent for photos and videos of my child to be used <b>within the school premises</b> e.g. for internal displays	<input type="checkbox"/>	<input type="checkbox"/>
I consent for photos of my child to be used in <b>printed school materials</b> , for example, the school prospectus, Good Work and Jack Petchey Awards, etc.	<input type="checkbox"/>	<input type="checkbox"/>
I consent for photos and videos of my child to be used on the <b>school website</b>	<input type="checkbox"/>	<input type="checkbox"/>
I consent for photos of my child to be used <b>in the media</b> , including local newspapers, social media etc	<input type="checkbox"/>	<input type="checkbox"/>

Parent/Guardian name (BLOCK CAPITALS).....

Signature..... Date.....