

Camera and Image Policy

October 2017

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DOCUMENT CONTROL

Authorisation

Authorised by:

Date:

Change History

Editor	Comment	Date	Version
T Farrelly	Initial draft	Sept 2012	.01
K. Kendall	Suggested changes to make it clearer that the policy includes personal equipment and to allow for the possibility that parents might not to give permission for their child's images to be used.	Sept 2012	.02
T Farrelly	Reviewed. No changes required	Sept 2013	1.0
T Farrelly	Reviewed, no changes.	Oct 2014	2.0
T Farrelly	Reviewed	Oct 2015	3.0
T Farrelly	Reviewed	Oct 2016	4.0
T Farrelly	Reviewed with minor amendments	Oct 2017	5.0

Document References

#	Title	Date	Version
1	Croydon Model policy	Sept 2012	.01

Distribution List

Name	Date	Method
All Staff		Hard copy MLE
Parents		MLE/

Name	Date	Method
Governing Body		MLE

INTRODUCTION

Purpose

To reduce the potential for digital technology to be misused and improve the safety and welfare of pupils and adults in our school.

Background

The Early Years Foundation Stage now requires that safeguarding policies and procedures must cover the use of mobile phones and cameras in the setting. In addition, the inspection of e-safety now has a higher profile in the new inspection framework.

Abbreviations

Abbreviation	Meaning

POLICY

The use of cameras should be considered an essential and integral part of everyday life. As such, children and young people and early years' practitioners and their managers are to be encouraged to use such technology in a positive and responsible way.

It has to be recognised however, that digital technology has increased the potential for cameras and images to be misused and inevitably there will be concerns about the risks to which children and young people may be exposed.

We recognise that having the right policies and practices in place will also protect school staff from misunderstanding, false accusations and damage to reputation around the use of digital images.

Practical steps must be taken to ensure that the use of cameras and images will be managed sensitively and respectfully. A proactive and protective ethos is to be reflected which will aim to promote effective safeguarding practice.

It must, however, be acknowledged that technology itself will not present the greatest risks, but the behaviours of individuals using such equipment will.

The Camera and Image Policy will aim to ensure safer and appropriate use of cameras and images through agreed acceptable use procedures. This is to be in line with legislative requirements and will aim to respect the rights of all individuals.

The Camera and Image Policy will apply to all individuals who are to have access to and/or be users of photographic equipment. This will include children and young people, parents and carers, early years practitioners and their managers, volunteers, students, committee members, visitors, contractors and community users. This list is not to be considered exhaustive.

The Camera and Image Policy will apply to the use of any photographic equipment. This will include mobile phones, video cameras, webcams and portable gaming devices with inbuilt cameras as well as other forms of digital technology and resources for storing and printing images.

The Senior Designated Professional for Safeguarding is to be responsible for ensuring the acceptable, safe use and storage of all camera technology and images. This will include the management, implementation, monitoring and review of the Camera and Image Policy.

This policy complies with the requirements of the Data Protection Act 1998, Freedom of Information Act 2000, Human Rights Act 1998 and other relevant Acts regarding the taking and use of photographic images of children.

All images will be used in a manner respectful of the eight Data Protection Principles. This means that images will be:

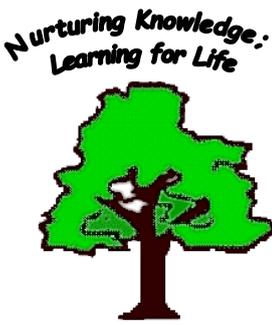
- i.** Fairly and lawfully processed
- ii.** Processed for limited, specifically stated purposes only
- iii.** Used in a way that is adequate, relevant and not excessive
- iv.** Accurate and up to date
- v.** Kept on file for no longer than is necessary
- vi.** Processed in line with an individual's legal rights
- vii.** Kept securely
- viii.** Adequately protected if transferred to other countries.

Where necessary, registration as a data controller will be applied to allow personal information to be processed.

At Courtwood Primary all staff and where appropriate parents / carers and pupils are required to sign the Acceptable Use Policy. When taken together these policies cover the requirements of, and set out the procedures for, the taking and storage of photographs, digital images and videos.

Additionally, all parents are asked to sign to give their consent to photographs, digital images and videos being taken and are made aware of the contexts, nature and the use to which these will be put.

The relevant Acceptable Use Policies are contained in Appendices 1, 2, 3 and 4 of this document.

	Courtwood Primary	
	Date of next Review	September 2018
	Who reviewed this AUP?	Senior Designated Teacher T Farrelly

Acceptable Use Policy (AUP):

Adults working with children agreement form

This covers use of digital technologies in Courtwood Primary School including email, Internet, intranet and network resources, learning platform, software, equipment and systems.

- I will only use Courtwood Primary School's digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the management.
- I will not reveal my password(s) to anyone.
- I will follow 'good practice' advice in the creation and use of my password. If my password is compromised, I will ensure I change it. I will not use anyone else's password if they reveal it to me and will advise them to change it.
- I will not allow unauthorised individuals to access any of Courtwood Primary School's/LA systems.
- I will ensure all documents, data etc., are saved, accessed and deleted in accordance with the Courtwood Primary School's network and data security and confidentiality protocols.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I understand that any / my personal online communication tools must not be used with service users and will not communicate or 'befriend' any service user using such methods.
- I will only use the approved email system for any email communication related to work at Courtwood Primary School. This is currently: LGFL system.
- I will only use other Courtwood Primary School's/LA approved communication systems for any communication with young people or parents/carers.
- I will not browse, download or send material that could be considered offensive to colleagues.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to a member of SLT.
- I will not download any software or resources from the Internet that can compromise the network, or are not adequately licensed.
- I will not publish or distribute work that is protected by copyright.
- I will not connect a computer, laptop or other device (including USB flash drive), to the network / Internet that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the Courtwood Primary School's recommended anti-virus, firewall and other ICT 'defence' systems.

- I will not use personal digital cameras or camera phones for taking and transferring images of young people or staff without permission and will not store images at home without permission.
- I will ensure that any private social networking sites / blogs etc that I create or actively contribute to are not confused with my professional role. I understand that it is my responsibility to ensure I know how to use any such tools so as not to compromise my professional role, such as setting appropriate security settings.
- I will not create a business account on any social networking site unless in full agreement with the appropriate manager, agreed for specific circumstances.
- I agree and accept that any computer or laptop loaned to me by Courtwood Primary School is provided solely to support my professional responsibilities and that I will notify the them of any “significant personal use” as defined by HM Revenue & Customs.
- I will access Courtwood Primary School’s resources remotely (such as from home) only through approved methods and follow e-security protocols to access and interact with those materials.
- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow Courtwood Primary School’s data security protocols when using any such data at any location.
- I understand that data protection policy requires that any information seen by me with regard to service users, held within the Courtwood Primary School’s/LA’s information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
- I understand that it is my duty to support a whole organisation safeguarding approach and I will alert the Courtwood Primary School’s named child protection officer / relevant senior member of staff if I feel the behaviour of any service user or member of staff may be a cause for concern or inappropriate.
- I understand that all Internet usage / and network usage can be logged and this information could be made available to my manager on request.
- I understand that failure to comply with this agreement could lead to disciplinary action.

Acceptable Use Policy (AUP): ‘Staff’ agreement form

User Signature

I agree to abide by all the points above.

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the Courtwood Primary School’s most recent e-safety policies.

Signature Date

Full Name (printed)

Job title



e-safety agreement form: parents



Parent / guardian name: _____

Pupil name(s): _____

As the parent or legal guardian of the above pupil(s), I grant permission for my daughter or son to have access to use the Internet, LGfL e-mail* and other ICT facilities at school.

I know that my daughter or son has signed an e-safety agreement form and that they have a copy of the 12 (KS2) 3 (KS1) 'rules for responsible ICT use'.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using an educationally filtered service, restricted access email*, employing appropriate teaching practice and teaching e-safety skills to pupils.

I understand that the school can check my child's computer files, and the Internet sites they visit and that if they have concerns about their e-safety or e-behaviour that they will contact me.

I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's e-safety.

Parent / guardian signature: _____ Date: ___/___/___

Use of digital images - photography and video: I also agree to the school using photographs of my child or including them in video material, as described in the document 'Use of digital and video images'. I have read and understood this document. I understand that images will only be used to support learning activities or in publicity that reasonably promotes the work of the school, and for no other purpose.

Parent / guardian signature: _____ Date: ___/___/___



Use of digital images - photography and video

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make recordings of your daughter / son.

We follow the following rules for any external use of digital images:

If the pupil is named, we avoid using their photograph.

If their photograph is used, we avoid naming the pupil.

Where showcasing examples of pupils work we only use their first names, rather than their full names.

If showcasing digital video work to an external audience, we take care to ensure that pupils aren't referred to by name on the video, and that pupils' full names aren't given in credits at the end of the film.

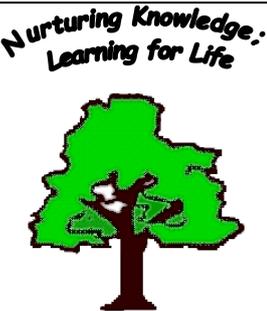
Only images of pupils in suitable dress are used.

Staffs are not allowed to take photographs or videos on their personal equipment.

Examples of how digital photography and video may be used include:

- Your child being photographed (by the classroom teacher, teaching assistant or another child) as part of a learning activity;
e.g. photographing children at work and then sharing the pictures on the Interactive whiteboard in the classroom allowing the children to see their work and make improvements.
- Your child's image for presentation purposes around the school;
e.g. in school wall displays and PowerPoint© presentations to capture images around the school or in the local area as part of a project or lesson.
- Your child's image being used in a presentation about the school and its work in order to share its good practice and celebrate its achievements, which is shown to other parents, schools or educators;
e.g. within a CDROM / DVD or a document sharing good practice; in our school prospectus or on our school website. In rare events, your child's could appear in the media if a newspaper photographer or television film crew attend an event.

Note: If we, or you, actually wanted your child's image linked to their name we would contact you separately for permission, e.g. if your child won a national competition and wanted to be named in local or government literature.

 <p>Nurturing Knowledge, Learning for Life</p> <p>Courtwood Primary School</p>	Name of School	Courtwood Primary
	Date of next Review	September 2018
	Who reviewed this policy?	Designated Safeguarding Teacher T Farrelly

Policy: Use of digital and video images

In this school:

- We only use digital photographs or video when we have received permission from parents/carers. This permission is gained as part of the school agreement form when their daughter / son joins the school;
- Digital images /video of pupils are stored on the school's network and images are deleted regularly or following pupils departure from school at the end of year 6 – unless an item is specifically kept for a key school publication;
- We do not identify pupils in online photographic materials or include the full names of pupils in the credits of any published school produced video materials / DVDs;
- Staff sign the school's Acceptable Use Policy and this includes a clause on the use of mobile phones / personal equipment for taking pictures of pupils;
- The school blocks/filter access to social networking sites or newsgroups unless there is a specific approved educational purpose;
- Pupils are taught about how images can be manipulated in their eSafety education programme and also taught to consider how to publish for a wide range of audiences which might include governors, parents or younger children as part of their ICT scheme of work;
- Pupils are advised to be very careful about placing any personal photos on any 'social' online network space. They are taught to understand the need to maintain privacy settings so as not to make public, personal information.
- Pupils are taught that they should not post images or videos of others without their permission. We teach them about the risks associated with providing information with images (including the name of the file), that reveals the identify of others and their location, such as house number, street name or school. We teach them about the need to keep their data secure and what to do if they are subject to bullying or abuse.

Website:

- The Headteacher takes overall editorial responsibility to ensure that the website content is accurate and the quality of presentation is maintained;
- Uploading of information is restricted to our website authorisers;
- The school web site complies with the school's guidelines for publications;
- Most material is the school's own work; where other's work is published or linked to, we credit the sources used and state clearly the author's identity or status;

- The point of contact on the web site is the school address, telephone number and we use a general email contact address; admin@courtwood.croydon.sch.uk. Home information or individual e-mail identities will not be published;
- Photographs published on the web do not have full names attached;
- We do not use pupils' names when saving images in the file names or in the tags when publishing to the school website;
- We expect teachers using school approved blogs or wikis to password protect them and run from the school website.

Learning platform:

- Uploading of information on the schools' Learning Platform / virtual learning space is shared between different staff members according to their responsibilities e.g. all class teachers upload information in their class areas;
- Photographs and videos uploaded to the schools MLE will only be accessible by members of the school community;
- In school, pupils are only able to upload and publish within school approved and closed systems, such as the Learning Platform;
- Teachers are instructed not to run social network spaces for student use on a personal basis or to open up their own spaces to their students, but to use the schools' Learning Platform for such communications.