

Procedure on Taking, Storing and Using Images of Children

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THIS POLICY INCLUDES THE EARLY YEARS FOUNDATION STAGE [EYFS]

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The latest versions of the School's Child Protection policies can be found at

<http://www.nottinghamhigh.co.uk/about-us/school-policies>

Abbreviations used in this document: NHS = Nottingham High School, DSL = Designated Senior Lead, ICT = Information and Communications Technology

1. Introduction

NHS is an open, inclusive and welcoming community that is very proud of all of the achievements of all of our pupils in their academic, artistic and sporting endeavours.

We particularly welcome parents, guardians and guests to our concerts, plays and sporting events, as well as to more formal occasions during the School year. The School walls are decorated with examples of pupils' work, team photographs and photographs of trips and expeditions in which our pupils have participated. We make full use of electronic notice boards inside the School to enhance our displays. Our website is updated regularly, and parents and guardians are sent our regular e-bulletins in order to keep them fully abreast with the news of our active community.

NHS is conscious of potential child protection issues in using images, of the need to protect children's identities, and to not to use images that could expose them to potential embarrassment or harassment. These are the principle concerns of this policy. See also NHS ICT 'Acceptable Use' Policies

2. Devices, Mobile Phones & Camera Policy

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used.

NHS allows staff to bring in personal devices and mobile telephones for their own use.

Users bringing personal devices and mobile telephones into NHS must ensure there is no inappropriate or illegal content on the device.

During working hours personal devices, mobile phones and cameras must be kept out of the reach of children and parents in a secure area accessible only to staff. All staff are made aware of their duty to follow this procedure. If, in a School context, a member of staff takes a photo on a personal mobile phone this must be upload to a School social media account and deleted from the personal mobile as soon as possible.

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If a member of staff is waiting for an emergency personal call then their phone may be left with the Office Secretary who, with permission, will answer and then notify the member of staff.

Staff will need to ensure that Reception has up to date contact information and that staff make their families, children's schools etc., aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

It is the responsibility of all members of staff to be vigilant and report any concerns to the DSL.

Concerns will be taken seriously, logged and investigated appropriately in line with our safeguarding policy.

3. Device and Mobile phone use within EYFS

Personal mobile phones and devices with personal cameras may not be used within the EYFS setting. Staff, parents, guardians and visitors are required to not have their mobile phones, devices or personal cameras out for use within the setting. There is signage within the setting to state this.

During working hours personal devices, mobile phones and cameras must be kept out of the reach of children and parents in a secure area accessible only to staff. All staff are made aware of their duty to follow this procedure. If, on a school trip a member of staff takes a photo on a personal mobile phone this must be upload to social media and deleted from the personal mobile ASAP.

We believe that photographs validate children's experiences and achievements and are a valuable way of recording milestones in a child's life. Parental permission for the different ways in which we use photographs is gained as part of the initial registration at Nottingham High School. We take a mixture of photos that reflect the events and activities in School; sometimes this will be when children are engrossed in an activity, either on their own or with their peers. Some of these images will be used to illustrate children's progress in the assessment of pupils.

At NHIJS events we allow parents to use their devices to record their own child's participation and issue guidance for this which states that:

*With the permission of the Head, as parents you are welcome to take images of **your own children** at award ceremonies, concerts/shows, NHINJAS functions and sporting events,*

However, on all such occasions care must be taken not to interfere with the smooth running of the event, breach commercial copy right laws or compromise health and safety. In order for such parental photographic permissions to be granted, parents must ensure that:

- *You respect the School's decision to prohibit photography of certain children or a particular event. (This would be announced prior to or at the start of the event).*

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- Any images taken are for personal use only. Images including children other than your own, **must not be sold or put on the internet**; if they are, Data Protection legislation may be contravened.
- You will not use any images of children so as to cause offence or harm.

If you choose to photograph your child at such an event, please show consideration and courtesy to other audience members and ensure that you do not hamper their enjoyment of the event or distract the pupils who are participating in the event.

Therefore, whilst we ask you not to use cameras and phones around the site on a daily basis, at public events such devices are permitted with permission from the Head.

4. The Application of Data Protection Laws to Taking, Using and Storing Images of Children

Parents who accept a place for their child at NHS are invited to agree to the School using photographs of their child and information relating to their achievements for promotional purposes, which may be published by local media and in the school prospectus and on the website, as well as displayed within the premises and in bulletins and newsletters. **The system used to establish this is an 'opt out' clause in the school /parent contract.** Images of any child who is 'looked after' will not be used.

5. Use of Images: Displays etc

We only use images of our pupils for the following purposes:

- a) Internal displays (including clips of moving images) on digital and conventional notice boards within the school premises,
- b) Yearbooks, Speech Day programmes and similar publications,
- c) Communications with the School community (parents, pupils, staff, Governors and alumni) via the School's website
- d) Our e-newsletter, subject Blogs and IJS Blog.
- e) Marketing the school both digitally by website, social media, by prospectus, by displays at educational fairs and other marketing functions and by other means including media publications.

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6. Use of Images: Internal Identification

All pupils are photographed on entering the school and, thereafter, at two/three yearly intervals, for the purposes of internal identification.

These passport-sized photographs identify the pupil by name.

They are securely stored in the password-protected area of the staff database, where access is restricted to academic, pastoral and school office staff. Any parent who so requests will be sent a copy of his or her photograph.

7. Images that we use in Displays and on our Website/Social Media platforms

We only use images of School activities, such as plays, concerts, sporting fixtures, prize-giving, school trips etc. in their proper context. We never use any image that might embarrass or humiliate a pupil. Pupils are always properly supervised when professional photographers visit the school. Parents may request copies of such photographs.

8. Storage and Review

Our images are stored securely, either in locked filing cabinets or in a password protected section of the school's file servers. Images are reviewed annually and are deleted or destroyed when no longer required.

We have a procedure in place for regularly checking and updating our website and expired material is deleted.

9. Media Coverage

We will always follow issues up with the Press Complaints Council (PCC) if the media fail to follow the appropriate code of practice for the protection of young people, including the children of celebrities.

10. Staff Induction

All new teaching and office staff are given guidance on this policy.

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11. Use of Cameras and Recording Equipment by Parents and Guardians

In line with recent interpretations of the Data Protection Acts, parents and guardians are welcome to take photographs of their own children taking part in sporting and outdoor events. 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 recording devices with consideration and courtesy for the comfort of others.

We ask parents not to take photographs of other pupils on their own, without the prior agreement of that child's parents.

Flash photography can disturb others in the audience, or even cause distress for those with medical conditions; we therefore ask that it is not used at indoor events.

Parents are also reminded that copyright issues may prevent us from permitting the filming or recording of some plays and concerts. We always print a reminder in the programme of events where issues of copyright apply.

12. Treating Others with Respect

Pupils are not allowed to use camera / filming functions on mobile phones at School or in the school context, unless under the guidance of a member of staff.

This is because everyone has a right to feel secure and to be treated with respect, particularly the vulnerable. Harassment and bullying will not be tolerated. Our Anti-Bullying Policy is posted on the School website.

All pupils are encouraged to look after each other, and to report any concerns about the misuse of technology, or other worrying issues to their Tutor.