Taking, Storing and Using Images POLICY

School Tier: Whole School

Related Policies: This policy should be read in conjunction with the Acceptable Use Policy (AUP) for Worksop College and Worksop College Preparatory School pupils and staff.

POLICY AIMS
Through the operation of this policy we aim to: ensure that anyone taking photographs or video recordings anywhere on either school site is requested to bear in mind the following guidelines.

General Principles
It must be recognised that all members of the College and Prep School community have the right to privacy and to have that privacy respected by others. It should not therefore be assumed by anyone taking photographs in the College or Prep School that the subjects of those photographs are willing for them to be used for any purpose which would involve them coming into the public domain, with the exception of Paragraph 4 below.

1. It is acceptable to photograph/video:

(a)   School, sporting, House and theatrical events, but permission must be sought in advance from the staff responsible for those events.

(b)   oneself;

(c)   the College life model, with his/her permission and under the supervision of the College Head of Art.

As the safety of our pupils is a primary concern for our school, no picture or video recording must be accessible to others, stored or displayed without the permission of the person/people in the photograph if there is any possibility of the photograph causing offence or discomfort. Advice should be sought if there is any doubt.

2. It is not acceptable to take or store a photograph of or video :

(a)   in a classroom without the permission of the teacher.

(b)   an individual member of the College without his/her willing consent, unless in the context of paragraph 1 (a).

(c)   any member of the College in a state of undress, unless it is part of an agreed Art project and only then under the supervision of the Director of Art and Design.

3. It is not acceptable to take or store a photograph:

Which might be considered indecent, salacious or obscene or which may cause offence on the grounds of religion, age, gender, sexual orientation or ethnic origin.

4. Staff taking photographs

If staff take images of children in School activities, they are required to download the images within 24 hours of taking them, or within 24 hours of return from the trip on which they were taken. Downloading is done on the appropriate school pictures folder, managed at School. Images may be kept on a device that is owned by the School rather than the individual member of staff.   Staff are encouraged to use school equipment and not to use their own mobile devices to record such evidence. If they do, they must download the images as soon as possible and delete from their own device. Permission must be sought in writing to a member of SLT if a member of staff is using his/her own device.

5. Publicity Material

From time to time photographs of pupils are used in publicity and promotional materials, the website and Social Media.

Consent by parents will be deemed to have been given for this unless they write to the Head stating that on no account do they wish for their child to take part.

6. Photography by Parents
We do not use photography that is taken by parents in any of our publicity materials.

We only use images that have been taken by our staff or by someone who is commissioned under our instruction to take images or recordings

However, if child is successful at an out of school event, (for example a fundraising event or has won a local award or Championship) we will take receipt of a copy of this image so that we can check it against our policies and share their achievements with others, if that is appropriate.

7. Social Media and the use of images by Parents

Parents are welcome to take images of their children at sport and school events but are not permitted to publish images in any media (including uploading to Social Media) if they have any other children in them.

References:
Legal Framework:

General Guidance:

Technological:

Boarding Schools: