

St. Saviour's Church of England Junior School Image Use Policy

All children are unique in the eyes of God; it is our first priority to keep children safe.

September 2024



This is a core policy that forms part of the induction for all staff. It is a requirement that all members of staff have access to this policy and sign to say they have read and understood its contents.

Date written: September 2024

Date agreed and ratified by October 2024

Date of next review: October 2026

This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.

Key Contacts

	Name	St. Saviour's contact information
Designated Safeguarding Lead (DSL)	Nick Bonell (HT)	01843831707
Deputy Designated Safeguarding Lead	John Arnold (DHT) Suzy Tift (AHT)	01843831707
Headteacher	Nick Bonell	
Safeguarding Governor	Emma Priest	01843831707
Other key staff	Sharon Theobald- Grainger (assistant FLO)	01843831707

Introduction

This policy is designed to minimise the risks to children of being identified or targeted for harm or abuse. School staff and visitors should refer to this policy when making, distributing or using images of children.

In general terms, we aim to avoid the identification of children by limiting the amount of information about them a third party can obtain. We believe that families or corporate parents have the right to limit or refuse images of children being used. Consent for image use should be explicitly given, rather than using 'opt out' mechanisms. Where images are used, other information, such as name, class etc. should be withheld.

At St. Saviour's, parents, carers and corporate parents (for Children in Care) complete a consent form, giving or withholding their permission for images of children to be taken and used. This consent form is usually completed when children join us in Year 3 or at the time of admission (for in-year admissions). If parents re-consider and wish to rescind this consent, they can do so at any time by completing a new form. Though the views of the child are important, the adult must decide. This specific, opt-in consent complies with GDPR legislation.

When we seek consent, 'opt-in' is required. We will count no response as 'consent not given'.

General Guidance

- Children should be suitably dressed for photographs, children should not be photographed while changing for P.E or during swimming lessons. Different families have different norms regarding modesty, staff should seek guidance from families if there is any doubt.
- The diversity of the images we use (in-school displays, website, newsletters) should reflect the diversity within the school, in terms of gender, race and SEND.
- Group and general photographs are preferable to close-up portraits of individuals.
- Where children are shown, do not provide their full name as a caption (for use in school). For public facing images (eg. the school website, press shots) do not provide names at all.
- When using images taken by a third party (a parent or photographer) written consent must be obtained, this should include confirmation that the individual does indeed hold the copyright to the image.
- If press photographers have access to our children, specific care must be taken to shield at-risk children from non-consensual image use. Where press photographers are on the school site, staff should make the risks regarding image use (particularly, but not limited to vulnerable pupils) explicit to those photographers. If in doubt, seek confirmation of consent.
- Over-cautious school staff can sometimes upset children and upset parents when it comes to image use consent for situations in school. For example, where explicit consent has been given by the corporate parent for children in care, school staff should check this before telling children they cannot be photographed. Most children want to be included and feel 'normal' it can clearly be stigmatising to be ejected from a queue for the school photographer in front of one's classmates. Seek confirmation before acting. For situations outside school (for example, a press photographer being present at an inter-school event) school staff should err on the side of safeguarding the child if consent is not clear.

The school website and St. Saviour's social media

- When adding images to the school website, avoid high resolution images (which are easier to digitally copy and manipulate). Use group shots and avoid close-up images of individuals. Be mindful that anyone can copy or screenshot any image from any website. The image of a child on a school website immediately gives their location to an interested party, particular caution must be exercised if considering images of Children in Care or children with estranged parents who may not know their location. Always stop and seek confirmation of consent and safety before publishing.

Video

- The use of video is rare at St. Saviour's; explicit opt-in consent in writing must be sought before children are filmed. Seek guidance from Nick Bonell (DSL / HT) before filming children.
- Parents may film events such as sports days, nativity plays and Year 6 performances for their own personal use. Families should be reminded to keep these recording for family use and not publish them online (eg. social media) without the consent of those shown.
- Staff should challenge anyone they do not recognise at school events (aside from our fireworks displays which are open to the public). This challenge is particularly important if the individual appears to be filming children. Where individuals cannot verify their right to be at the event, the headteacher or senior leader should be called upon to intervene and the advice or assistance of the police may be sought. This need for challenge also applies to the possibility that an individual may attempt to film children through the school boundary.

Storage and Security of Images

- Photographs should only be taken by school staff using school equipment. Staff should not use their camera or phone to take pictures of pupils. Once taken, the security of any device storing the image should be in line with St. Saviour's staff Acceptable Use policy. In short, the device should be secure. St. Saviour's laptops are encrypted but should not be left out in classes overnight, should not be left unattended in cars. When laptops are stored or used at home, reasonable care should be taken to make the property secure.
- All members of staff will ensure that all images are available for scrutiny and will be able to justify any images in their possession.
- Images will not be kept for longer than is to be considered necessary. All photographs will be permanently wiped from memory cards, computer hard drives, portable drives or other relevant devices once the images are no longer of use or the pupil has left the school permanently. They will be returned to the parent/carer, deleted, wiped or shredded as appropriate. Copies will not be taken of any images without relevant authority and consent from Nick Bonell (DSL/HT) and the parent/carer.
- All images will remain on site, unless prior explicit consent has been given by Nick Bonell (DSL/HT) and the parent/carer of any child or young person captured in any photograph. Should permission be given to take any images off site all relevant details will be recorded, for example who, what, when and why, data will be kept securely with appropriate protection
- Any memory stick, CD or storage device containing images of children to be taken offsite for further work will be suitably protected, this will be monitored to ensure that it is returned within the expected time scale. Where staff cannot guarantee the security of removable

media, they should ensure that images are not stored on such media and stored on the school's network instead.

Official School Photographs

- St. Saviour's only employs professional photography companies who have risk assessments, DBS checks and public liability insurance in place for working in schools. Even with this in mind, photographers should still be supervised in their contact with St. Saviour's children. Where staff do not feel the conduct of any visitor is appropriate, they should challenge the behaviour and seek the assistance of a DSL / senior leader.

Residential Trips

- Year 6 take part in a residential trip each year. Children are allowed to take disposable cameras but must use them in line with our Learner Acceptable Use Policy. Children should be reminded of the guidance with the AUP and the possible sanctions for non-compliance. The law regarding children-generated indecent images should be explained to children.

