



Policy for the use of Children's images, mobile phones and cameras.

2023 – 2024



<i>Approved by:</i>	<i>Headteacher</i>	<i>Date: September 2023</i>
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POLICY FOR USE OF CHILDREN'S IMAGES, MOBILE PHONES AND CAMERA

This policy applies towards all children, including EYFS. We intend to provide an environment where children, parents and staff are safe from recorded and inappropriately used images.

- 1. The word image is used here to include photographs, digital photographs, webcams, mobile phones, film, and video recordings.*
- 2. Hale Prep School believes that the responsible use of children's images can make a valuable contribution to the life and morale of the school.*
- 3. We only use images that the head teacher and deputy head consider suitable and appropriately represent the range of activities the school provides and its values. No images that could be considered to put any child at increased risk will be used.*
- 4. Through this policy, we aim to respect young people's and parents' rights to privacy and minimise the risks to which young people can be exposed through the misuse of images. The policy takes account of both data protection and child protection issues.*
- 5. Photographs and video images of pupils and staff are classed as personal data under the terms of the Data Protection Act 1998. We will not use images of identifiable individuals for school publicity purposes without the consent of either the individual themselves or, in the case of pupils, their parent, guardian or carer.*

6. General consent will be gained from parents in the annual consent form. Specific consent may be sought from parents for projects involving the taking of children's photographs. In seeking specific consent, we will ensure that parents are clear about why we are using a child's image, what we are using it for and who might want to look at the pictures. If permission is granted, photographs are only for parental/carers' personal use and must not be placed on social network sites.
7. All original images will be stored securely and used only by those who are authorised to do so.
8. We will only use images of children in suitable dress. The head teacher and deputy head will decide if images of some activities – such as sports or arts – are suitable without presenting a risk of potential misuse.
9. Any evidence of inappropriate or misuse of images will be reported to the school's child protection designated teacher, the LEA, Social Services and the police as appropriate.
10. Individual pupils will not be named in conjunction with their image unless parental consent is received, and we will never use an image of a child subject to a court order.
11. Images and accompanying details will only be used per government guidance.
12. Authorised staff members photograph the children using personal cameras or phones. The images are removed immediately once the image has been posted on the website or passed to the ICT lead.