



Serva Fidem

TAKING, STORING AND USING IMAGES OF CHILDREN

This policy relates to the whole school including the Early Years Foundation Stage.

Created by	Katie Edwards
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At Kingswood House School we are an open and inclusive community that is very proud of all of the achievements of all of our pupils in their academic, artistic and sporting endeavours. The school celebrates its diversity and gives all of its many visitors a warm welcome.

The school particularly welcomes parents to its 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. The school's website is updated regularly and all parents are sent weekly e-newsletters in order to keep them fully abreast with the news of the school's active community.

From time to time the school may be visited by the media who may take photographs or film footage at a school event. Pupils will often appear in these images which may then appear in local or national media (press and/or TV).

THE APPLICATION OF DATA PROTECTION LAWS TO TAKING, USING AND STORING IMAGES OF CHILDREN

Parents who accept a place for their child at Kingswood House School are invited to agree to the school using anonymous photographs of their child and information relating to his/her achievements for promotional purposes which may be published in the prospectus or on the website, as well as displayed within the premises, and in bulletins sent to the school community. The consent form that the school uses for this purpose is attached at Appendix A. Full details of the school's Data Protection Policy is available on request and the Privacy Notice can be located on the school's website.

As per the General Data Protection Regulation 2018, we also require consent from pupils in year 8+. The consent form that the school uses for this purpose is attached at Appendix B.

Pupils like to be photographed and to see their work displayed so we hope that parents will feel able to support the school by consenting to the school using images in the ways described herewith.

USE OF IMAGES: DISPLAYS ETC

Kingswood House School will use photographic images of its pupils for the following purposes:

- Internal displays (including clips of moving images) on digital and conventional noticeboards within the school premises;
- Communications with the school community (parents, pupils, staff, Governors and alumni) via password-protected sections of the school's website and ParentMail;
- Marketing the school digitally through the website and through the school's prospectus [which includes a DVD], through displays at educational fairs and other marketing functions [both inside the UK and overseas] and by other means.

USE OF IMAGES: INTERNAL IDENTIFICATION

All parents provide the school with a photograph of their child on entering the school which is for identification purposes only and is kept on the pupil's personal file in a locked cabinet.

Photographs are also provided by parents for identification purposes on consent forms for residential trips. These are kept securely locked in the bursar's office with the risk assessments for residential trips.

During exam periods, photographs are used to identify the candidates. These are destroyed after that exam cycle is finished.

IMAGES THAT THE SCHOOL USES IN DISPLAYS AND ON ITS WEBSITE

The images that the school uses for displays and communications purposes never identify an individual pupil by their full name without parents' permission. The school only uses images of school activities, such as plays, concerts, sporting fixtures, prize-giving, school trips etc in their proper context. The school will never use any image that might embarrass or humiliate a pupil. It will also only use images of pupils who are suitably dressed. Pupils are always properly supervised when professional photographers visit the school. Parents are given the opportunity to purchase copies of these photographs.

STORAGE AND REVIEW

Photographic images are stored securely either in locked filing cabinets or in a password-protected section of the school's database. Parents are advised that the school will endeavour to ensure that images of their children will not be published in any new school material once they have left the school. Please note that the school's existing publications, website and archived material may contain these images.

The school has a procedure in place for regularly checking and updating its website in every school holiday when expired material is deleted.

The school expressly prohibits the use of images on any external website (other than the school's own) such as YouTube, Twitter, Facebook, Flickr etc.

MEDIA COVERAGE

Kingswood House School will always notify parents in advance when it expects the press to attend an event in which its pupils are participating and it will make every

effort to ensure that children whose parents or guardians have refused permission for images of their children to be used are not photographed by the press.

The school will always complain to the Press Complaints Council (PCC) if the media fails to follow the appropriate code of practice for the protection of young people including the children of celebrities.

STAFF INDUCTION

All new teaching and office staff are given guidance on the school's policy on taking, using and storing images of children.

USE OF CAMERAS AND RECORDING EQUIPMENT BY STAFF

Staff should only use the Schools' cameras and recording equipment to take images of the children. On no account must they use their personal mobile phones, cameras or other electronic equipment. The school cameras are kept in the SLT Office and iPads are kept in Lower and Upper Prep Classrooms and the ICT Suite. There are also smaller cameras kept in the various classrooms. All cameras must be returned and images downloaded to the server after use and then deleted from the camera.

MOBILE PHONES

There are four mobile phones kept in the school office which staff may sign out to use for any trip out of school. On no account may staff use their own mobile phone unless prior permission has been given by the Headmaster. In these instances, the phone may only be used for school purposes and in line with the school's Child Protection Policy and Staff Handbook.

USE OF CAMERAS AND RECORDING EQUIPMENT BY PARENTS AND GUARDIANS

Parents 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.

The school asks parents not to take photographs of other pupils on their own without the prior agreement of that child's parents.

The school also asks parents not to take photographs of their child or his/her fellow pupils in the swimming pool or changing rooms.

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 the school from permitting the filming or recording of some plays and concerts. The school always prints a reminder in the programme of events where issues of copyright apply.

CCTV

Kingswood House School would like to inform parents that it has Closed Circuit Television Cameras (CCTV) installed on its premises for the sole purpose of surveillance for security reasons. Kingswood House believes that CCTV offers

improved security protection for both pupils and staff although it is by no means considered to be the school's only means of security surveillance.

At Kingswood House CCTV is located at the front electronic gate, the front door, the Corner Block, Humanities, Katy Walton Building, Peter Brooks Building and the paths outside Langlands and behind the main house. It is NOT installed in classrooms, changing rooms or toilets. Notices are clearly displayed in the outside areas where CCTV is used. These notices also indicate where information on the use of CCTV within our school can be obtained.

Kingswood House School is registered with the Information Commissioner's Office and has an appointed data controller who is a member of the school's management team and who oversees all aspects of the use of surveillance CCTV within the school. The data controller submits an annual written report on the school's use of CCTV and the data collected to the headteacher and governors. Such reports are provided on a more frequent basis if circumstances dictate i.e. if there has been a change in extent or usage of CCTV on the premises.

The school will respond to any 'Subject Access Requests' within one month of receipt of the correct request documentation.

Parents are assured that Kingswood House School does not stream images collected via CCTV to any third parties or outside agencies. Please note, however, that the school may be legally required to provide CCTV footage to the Police or other law enforcement agencies if requested.

TREATING OTHERS WITH RESPECT

Everyone has a right to feel secure and to be treated with respect, particularly the vulnerable. Harassment and bullying will not be tolerated. The school's anti-bullying policy is on the website. The school is strongly committed to promoting equal opportunities for all regardless of race, gender, gender orientation or physical disability.

All pupils are encouraged to look after each other and to report any concerns about the misuse of technology or a worrying issue to a member of staff. The use of cameras on mobile phones is not allowed, nor should photography be used in a manner that may offend or cause upset. The misuse of cameras in a way that breaches our anti-bullying policy is always taken seriously and may be the subject of disciplinary procedures.

Appendix A

Appendix B

**Personal Data Consent Form
Parent/Carer**

Dear Parent/Carer

Your son’s personal data comes in different forms. It can be his photo in the School magazine or prospectus, or a video of his School trip or match fixture. The School makes various uses of this data and some of these are necessary for administration purposes and his safety, such as storing medical details and CCTV images. We would also like to celebrate your son’s time at School in our publications such as the newsletter, in print and digitally, on our website or Social Media sites.

To comply with the General Data Protection Regulation 2018 (GDPR), we need to have your permission to store or use personal data whilst your son is a pupil at Kingswood House and after he has have left.

If you wish to discuss further how the School uses this personal data, please contact Katie Edwards, Compliance Officer or read the School Privacy Notice on our website.

Please indicate below if you understand the above and are happy to consent to your son’s data being used in this way. You may withdraw your consent at any time in the future by letting the School Office know in writing. Once your son has reached the age of consent (year 8+), we will be seeking his permission as well.

Please be aware that it may only be possible to remove online images and the we cannot change printed materials once published.

Pupil’s Name..... Current
Form.....

Sensitive and Personal Data	Tick √
I am happy for the School to store/hold my son’s personal data including sensitive and personal information as detailed above.	

Use of photos and videos	Tick √
I am happy for the School to take, store or use photos and videos of my son as detailed above.	

I understand that it is my responsibility to inform the School in writing if I decide to withdraw my consent.

Parent/Carer’s Name (Please print)
.....

Sign..... Date

**Personal Data Consent Form
Year 8+**

Dear Pupil

Your personal data comes in different forms. It can be your photo in the School magazine or prospectus, or a video of your School trip or match fixture. The School makes various uses of your data and some of these are necessary for administration purposes and your safety, such as storing your medical details and CCTV images. We would also like to celebrate your time at School in our publications such as the newsletter, in print and digitally, on our website or Social Media sites.

To comply with the General Data Protection Regulation 2018 (GDPR), we need to have your permission to store or use your personal data whilst you are a pupil at Kingswood House and after you have left.

If you wish to discuss further how the School uses your personal data, please ask your form teacher or read the School Privacy Notice on our website.

Please indicate below if you understand the above and are happy to consent to your data being used in this way. You may withdraw your consent at any time in the future by letting the School Office know in writing.

Please be aware that it may only be possible to remove online images and the we cannot change printed materials once published.

Pupil's Name..... Current
Form.....

Sensitive and Personal Data	Tick √
I am happy for the School to store/hold my personal data including sensitive and personal information as detailed above.	

Use of photos and videos	Tick √
I am happy for the School to take, store or use photos and videos of me as detailed above.	

I understand that it is my responsibility to inform the School in writing if I decide to withdraw my consent.

Pupil's Name (Please print)

Sign..... Date