



ISLAND LEARNING CENTRE

Photographic Policy

Date Reviewed: March 2021

Next Review Date: March 2025

Appendix to be added to Child Protection and Safeguarding Policies from September 2021

Photography Policy Statement

It's important that children and young people feel happy with their achievements and have photographs and films of their special moments.

Family and friends also want to be able to share the successes of their children when they have been part of a special event or activity.

However, some children, parents or carers may not be comfortable with images of themselves or their children being shared. For example:

- if a child and/or their family have experienced abuse they may worry about the perpetrator tracing them online
- children who choose not to have contact with some members of their family may decide to minimise their online presence
- families may have religious or cultural reasons for choosing not to be photographed.

The potential for misuse of images can be reduced if organisations if we are aware of the potential dangers and put appropriate measures in place.

PHOTOGRAPHY POLICY

This Policy covers all photography taken in school, on school trips or at school events. It is based on guidance provided by the Information Commissioner's Office, the Data Protection Act and the General Data Protection Regulations (GDPR) which came into force in 2018.

At the Island Learning Centre we believe that, subject to sensible and legal constraints as set out below, taking photographs of children is part of school life and is something we are happy to do as part of student's evidence of work and record of achievement. Parents and carers have important rights in relation to this area, and we are committed to respecting them.

It is important to remember that whilst in the past an "opt out" approach was often used in this area, that is no longer lawful following the introduction of the GDPR; parents and, where appropriate, pupils must specifically and actively "opt in".

This leads to the overall principle which underlies this policy, namely that **the Centre will never use a photograph of any child unless that level of permission has been received in writing, and that permission must be based on a full understanding of the context and purpose of the photograph.**

For the purposes of this Policy, the word "photograph" includes any kind of still or moving image with or without sound and whether stored/transmitted electronically or as hard copy.

This principle will be explained when a child is admitted to the Centre and parental or carer consent will be sought in writing during the admissions meeting.

Photographs are to be taken only by Centre staff and be used only for Centre business where parents/carers have given their written consent.

The following good practice will be adopted by all staff:

- it should not be possible to identify any student appearing in a photograph from any text associated with the photograph (e.g. a caption or comment) unless consent has been actively given and is based on a full understanding of the context
- it is important to be particularly sensitive when photographing children participating in activities such as swimming and gymnastics
- even where there is no text identifying the student appearing in the photograph, if it is to appear in a high profile location (e.g. on the website homepage or an advertisement for the school) then specific and active consent must be obtained first;
- with regard to consent, for a child under 16 years of age it should be obtained from his/her parent(s).

No photographs will be retained within school for more than a year of the child leaving the Centre. This applies to physical, printed photographs as well as to photographs stored electronically. There are obvious exceptions: where photographs are part of documents and publications which the school wishes to keep for archive purposes photographs

contained within them will of course be kept. In such cases, parents will have been advised at the outset of the purpose and long-term nature of the publication concerned.

The school takes personal data very seriously, particularly in light of the General Data Protection Regulations which came into force in 2018.

Among other things, this means that :

- a) we will not publish any photograph of your child without your active consent and will never assume that consent to have been given unless it is in writing; and
- b) we will destroy all photographs upon request or within one year of the child leaving the Centre, whichever comes first.

In general, parents should be prepared to be asked to agree that a student's photograph or image may appear with his/her name attached in printed or electronically transmitted internal school publications.

When such images are offered for publication in the public domain (including the school's website, newsletters, etc.) you will be consulted about the specific images of your child and must give active consent before we can use them. In such cases, your child's name will not appear in association with the image). All photographs, other than those used in internal school publications (e.g. booklets, newsletters), which might be retained for longer periods, will be destroyed, physically and electronically, one year after being used.

This Policy will be reviewed every three years.