



## The Granville School

### Policy on Taking, Storing and Using Images of Children

At The Granville School, we are an open and inclusive community that is very proud of the achievements of all of our pupils in their academic, artistic and sporting endeavours. We celebrate our diversity and give our many visitors a warm welcome.

We particularly welcome parents to our 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. Our website is updated regularly, and parents are sent our Weekly Newsletter in order to keep them fully abreast with the news of our active community.

#### The application of data protection laws to taking, using and storing images of children

Parents who accept a place for their child at The Granville School are invited to agree to the school using anonymous photographs of their child and information relating to his or 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 newsletters sent to the school community. The school secretary will keep a record of parent's with-holding permission. This will also be published in the staff room and given to all teaching staff. (Full details of the school's Data Protection Policy and of its Record Keeping Policy are available on request).

#### Use of images: displays etc

We will use images of our pupils for the following purposes:

- Internal displays on digital and conventional notice boards within the school premises.
- Marketing the school both digitally by website, app, by prospectus, other marketing materials.
- Communications with the school community (parents, pupils, staff, Governors and alumnae)
- Reporting to local media which may mean names appear when there are six or less children in the photograph.

#### Use of images: internal identification

All pupils are photographed individually during the second half of the Autumn Term and, thereafter annually. A copy is uploaded, for the purposes of internal identification, onto their individual data base which is stored on the secure school Management System, 3 Sys, where access is password protected. They are reviewed annually and deleted when no longer required.

#### Images that we use in displays and on our website

The images that we use for external displays and communication purposes do not identify an individual pupil. Instead, they name the event, the term and year that the photograph was taken (For example, "U11 Netball Team, Spring Festival 2016")

We only use images of school activities, such as plays, concerts, sporting fixtures, prize giving, school trips etc in their proper context. We never use any image that might embarrass or humiliate a pupil. Pupils are always properly supervised when professional photographers visit the school. Parents are given the opportunity to purchase copies of sports' team photographs, individual, whole school photographs and class photographs.



### **Media coverage**

We will make every effort to ensure that children whose parents or guardians have refused permission for images of their children to be used are excluded from any event that will be photographed by the press.

If the press wishes to use photos of the children, they will require the names to be provided and as such we would need parent's permission for that photo to be used. We would always obtain permission from parents before that photo is printed.

We will always complain to the Press Complaints Council (PCCO) 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 teachers and administrative staff are given guidance on the school's policy on taking, using and storing images of children.

### **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 concert, parents should be mindful of the need to use their cameras and recording devices with consideration and courtesy for the comfort of others.

We ask parents not to take photographs of other pupils on their own without the prior agreement of that child's parents. Group photos may be taken of children whose parents have given permission, however, these must be for personal use only and not uploaded to social media sites.

We will make every effort on school trips to ensure that outsiders do not photograph The Granville children.

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 us from permitting the filming or recording of some plays and concert.

We record some plays and events professionally. Copies of the DVDs are available for parents to purchase.

### **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. Our Anti-bullying policy is available on request and on the school 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 worrying issue to a member of the pastoral staff.

**February 2010:** By Headmistress, Bursar, L Hubbard

**Reviewed: date: September 2012, November 2014,  
Reviewed By Headmistress, Head of Computing, Compliance Officer December 2016**

**Next review: December 2018**



### CONSENT FORM

#### Policy for Photography and Use of Images or Recordings of Children

Dear Parents

We constantly review and update all our policies. A copy of the latest version of this policy can be found on our website.

I would be grateful if you could complete this form and return it by the beginning of next term. The completed form will be kept on file throughout your child's time at The Granville. If you wish to make any changes in the future it is essential that written details are sent to the office.

With thanks.

Mrs Jane Scott, Headmistress

Name of Child ( <i>Block Capitals</i> )	Class
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**I/We have read the school's policy on taking, using and sorting images of children and I/we agree that:-**

1	<b>The school may use our child's image/ recordings on internal display boards (both digital and conventional) within the school.</b>	(a) <u>Photos 6 children or less</u> * YES/NO	(b) <u>Group Photos</u> * YES/NO
		(a) <u>Photos 6 children or less</u> * YES/NO	(b) <u>Group Photos</u> * YES/NO
		(a) <u>Photos 6 children or less</u> * YES/NO	(b) <u>Group Photos</u> * YES/NO
		(a) <u>Photos 6 children or less</u> * YES/NO	(b) <u>Group Photos</u> * YES/NO
		(a) <u>Photos 6 children or less</u> * YES/NO	(b) <u>Group Photos</u> * YES/NO
2	<b>The school may use our child's image in material that is sent electronically and by paper to the school community (parents, pupils, staff, governors and alumni).</b>	(a) <u>Photos 6 children or less</u> * YES/NO	(b) <u>Group Photos</u> * YES/NO
		(a) <u>Photos 6 children or less</u> * YES/NO	(b) <u>Group Photos</u> * YES/NO
		(a) <u>Photos 6 children or less</u> * YES/NO	(b) <u>Group Photos</u> * YES/NO
3	<b>The school may use our child's image in printed material that is sent to prospective parents.</b>	(a) <u>Photos 6 children or less</u> * YES/NO	(b) <u>Group Photos</u> * YES/NO
		(a) <u>Photos 6 children or less</u> * YES/NO	(b) <u>Group Photos</u> * YES/NO
4	<b>The school may use our child's image/recording on its website and on marketing material.</b>	(a) <u>Photos 6 children or less</u> * YES/NO	(b) <u>Group Photos</u> * YES/NO
		(a) <u>Photos 6 children or less</u> * YES/NO	(b) <u>Group Photos</u> * YES/NO
5	<b>The school may use our child's image in local media. This may mean their name appears when six or less children are photographed.</b>	(a) <u>Photos 6 children or less</u> * YES/NO	(b) <u>With name</u> * YES/NO
		(a) <u>Photos 6 children or less</u> * YES/NO	(c) <u>Group Photos (unnamed)</u> * YES/NO

*\* Please delete as applicable*

**\*I/We understand that \*I/we may revoke or amend this consent at any time by giving written notice to the school.**

**\*I/We agree to adhere to the school's guidelines for the private use of cameras and recording equipment.**

**Signature of Parent or Guardian:.....**

**Print Name:..... Date: .....**