



## **Storing of Images Policy: 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 keeps a record of pupils whose parents have withheld permission. This is published in the staff room and given to all teaching staff.

All parents are issued with a Pupil Privacy Notice for Parents, which gives further details about how data, including photographs is used and clarifies our obligations under General Data Protection Regulations (GDPR). The school's Data Protection Policy and Information and Records Retention and Security 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 fewer 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 record on the secure school Management Information System, where access is password protected. They are reviewed annually and deleted when no longer required.

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

The images 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 2019")

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 a parent's permission for that photo to be used. We would always obtain permission from parents before that photo is printed.

If the media were to fail to follow the appropriate code of practice for the protection of young people, including the children of celebrities, we would complain to the Press Complaints Council (PCCO).

### **Staff induction**

All new teachers and administrative staff are given guidance on the school's policy on taking, using and storing images of children, as well as training relating to safeguarding.

### **Use of cameras and recording equipment by staff**

Staff may take photographs or video of pupils in lessons or performing with school iPads. They may not use personal mobile phones for taking photographs or video of pupils.

### **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 concerts.



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.

### **Linked Policies:**

- Data Protection Policy
- Information and Records Retention and Security Policy
- Anti-bullying Policy

