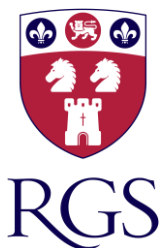




PHOTOGRAPHY IN SCHOOL POLICY



RGS



PHOTOGRAPHY IN SCHOOL POLICY

Newcastle upon Tyne Royal Grammar School

INTRODUCTION

This policy is intended to provide information to students and their parents, carers or guardians (referred to in this policy as "*parents*") about how images of students are normally used by Royal Grammar School ("*the school*"). It also covers the school's approach to the use of cameras and filming equipment at school events and on school premises by parents and students themselves, and the media.

Photographs and video for the school and family-use are a source of innocent pleasure and pride, which can enhance the self-esteem of children and young people and their families. Parents/carers are not required to comply with the **UK GENERAL DATA PROTECTION REGULATIONS (GDPR)** and the **Data Protection Act 2018** when taking photographs for their own private use of their children at an organised event. Parents should not be stopped taking photographs for their own private use because of concerns of contravening the Data Protection Act.

This policy is based on guidance provided by the Information Commissioner's Office (ICO). This policy will apply to all forms of publications including but not limited to; print, film, video, DVD, on websites and in the professional media. The introduction of the associated guidance may mean that this policy will be amended in due course.

The policy applies to photography within school and at any event outside school organised by RGS (e.g. a school trip or away sports fixture). It applies in addition to the school's Terms and Conditions, and any other information the school may provide about a particular use of student images, including e.g. signage about the use of CCTV; and more general information about use of students' personal data, [e.g. the school's [DATA PROTECTION POLICY](#) for students and parents].

Certain uses of images are necessary for the ordinary running of the school; other uses are in the legitimate interests of the school and its community and unlikely to cause any negative impact on children. The school is entitled lawfully to process such images and take decisions about how to use them, subject to any reasonable objections raised.

However, we must always be mindful of the need to safeguard the welfare of children in the school, and issues of child protection, data protection and parental consent will be given careful thought.

Parents who accept a place for their child at the school are invited to agree to the school using images of him/her as set out in this policy, via the relevant clause in the school's Terms and Conditions, or by completing a [PHOTOGRAPHS AND IMAGES OF STUDENTS – CONSENT FORM](#), and/or from time to time if a particular use of the student's image is requested.

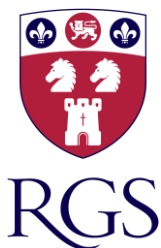
For information, this is the relevant clause in the Acceptance of Standard Terms and Conditions signed by parents when a student enters RGS:

We will need to use information relating to your child, and to you, for certain purposes connected with the running of the School. This will include name, contact details, school records, photographs and audio-visual recordings, both whilst your child is at the School and after he or she has left, for the purposes of:

iv. managing relationships between the School and current pupils/parents and fulfilling our obligations to you, including educational and examination purposes, safeguarding, statutory reporting, health and safety, complaints, administration and processing of fees; and

v. promoting the School to prospective pupils/parents, publicising the School's activities, and communicating with the school community and the body of former pupils.

In respect of sub-clause 8 (a) (v), this includes use of such information by the School in/on the School's prospectus (in whatever format or medium it is produced/made available), the School's website(s) and (where appropriate) the School's social media channels.



We hope parents will feel able to support the school in using student images to celebrate the achievements of students, promote the work of the school, and for important administrative purposes such as identification and security.

Any parent who wishes to limit the use of images of a student for whom they are responsible should contact Ms Sarah Longville, Deputy Head Pastoral in writing. The school will always respect the wishes of parents/carers (and indeed students themselves) where reasonably possible, and in accordance with this policy.

From around the age of 12 onwards, parents should be aware that the law recognises students' own rights to decide how their personal information, including images, is used.

All images will be stored electronically and remain the property of the school, even after the child has left. The images will be used for up to five years in the public domain before being moved to the digital archives, when they may be used on an ad-hoc basis for historical publications.

USE OF STUDENT IMAGES IN SCHOOL PUBLICATIONS

Unless the relevant student or his/her parent has requested otherwise, the school will use images of its students to keep the school community updated on the activities of the school, and for marketing and promotional purposes, including:

- On internal displays (including clips of moving images) on digital and conventional notice boards within the school premises.
- In communications with the school community (parents, students, staff, Governors and alumni) including by email, on the school intranet and by post.
- On the school's website and, where appropriate, via the school's social media channels, e.g. Twitter, Instagram, Facebook and LinkedIn. Such images would not normally be accompanied by the student's full name without permission.
- In the school's prospectus, and in online, press and other external advertisements for the school. Such external advertising would not normally include student's names.

The source of these images is predominantly the school's professional photographer for marketing and promotional purposes, or staff/students in relation to school events, sports or trips. The school will only use images of students in suitable dress.

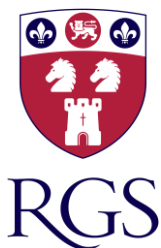
Staff should also be sensitive to the views of students and not photograph them if they are unwilling. The following good practice is recommended for all RGS staff:

- It should not be possible to identify the student(s) appearing on a photograph from any text associated with the image (i.e. a caption or editorial content).
- It is important to be particularly sensitive when photographing children participating in activities such as swimming and gymnastics.
- With regard to consent, for a child under 16 years of age it should be obtained from his/her parent(s).

USE OF STUDENT IMAGES FOR IDENTIFICATION AND SECURITY

All students are photographed on entering the school and, thereafter, annually for the purposes of internal identification. These photographs identify the student by name, year group, house and form/tutor group.

CCTV is in use on school premises, and will sometimes capture images of students. Images



captured on the school's CCTV system are used in accordance with the school's **PRIVACY NOTICE** and **CODE OF PRACTICE FOR USE OF CLOSED CIRCUIT TELEVISION (CCTV)** and any other information or policies concerning CCTV which may be published by the school from time to time.

USE OF STUDENT IMAGES IN THE MEDIA

Where practicably possible, the school will always notify parents in advance when the media is expected to attend an event or school activity in which students are participating, and will make every effort to ensure that any student whose parent or carer has refused permission for images of that student, or themselves, in these circumstances are not photographed or filmed by the media, nor should such images be provided for media purposes.

The media normally asks for the names of the relevant students to go alongside the images, and these will be provided where parents have been informed about the media's visit and either parent or student has consented as appropriate.

SECURITY OF STUDENT IMAGES

Professional photographers and the media are accompanied at all times by a member of staff when on school premises. The school only uses reputable professional photographers and makes every effort to ensure that any images of students are held by them securely, responsibly and in accordance with the school's instructions.

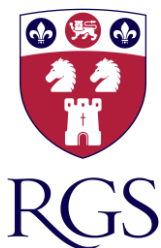
The school takes appropriate technical and organisational security measures to ensure that images of students held by the school are kept securely, and protected from loss or misuse, the school will take reasonable steps to ensure that members of staff only have access to images of students held by the school where it is necessary for them to do so.

All staff are given guidance on the school's policy *on taking, storing and using images of students*, and on the importance of ensuring that images of students are made and used responsibly, only for school purposes, and in accordance with the school's policies and the law.

USE OF CAMERAS AND FILMING EQUIPMENT (INCLUDING MOBILE PHONES) BY PARENTS

Parents, guardians or close family members (hereafter, parents) are welcome to take photographs of (and where appropriate, film) their own children taking part in school events, subject to the following guidelines, which the school expects all parents to follow:

- Parents and carers must follow guidance from staff as to when photography and videoing is permitted and where to stand in order to minimise disruption to the activity.
- 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 filming devices with consideration and courtesy for cast members or performers on stage and the comfort of others.
- In particular, flash photography can disturb others in the audience, or even cause distress for those with medical conditions; the school therefore asks that it is not used at indoor events.
- Parents are asked not to take photographs of other students, except incidentally as part of a group shot, without the prior agreement of that student's parents.
- Parents are reminded that such images are for personal use only. Images which may identify other students should not be made accessible to others via the internet (for example on Facebook), or published in any other way.



- Parents are reminded that copyright issues may prevent the school from permitting the filming or recording of some plays and concerts. The school will always print a reminder in the programme of events where issues of copyright apply.
- Parents may not film or take photographs in changing rooms or backstage during school productions, nor in any other circumstances in which photography or filming may embarrass or upset students.

The school reserves the right to refuse or withdraw permission to film or take photographs at a specific event or more generally, if there are concerns about the safety of a child or if there are any legal restrictions in force that prevent photography and from any parent who does not follow these guidelines, or is otherwise reasonably felt to be making inappropriate images.

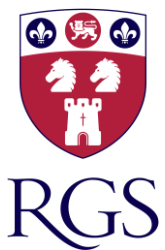
The school sometimes records plays and concerts professionally (or engages a professional photographer or film company to do so), in which case copies of the DVDs and CDs may be made available to parents for purchase. Parents of students taking part in such plays and concerts will be consulted if it is intended to make such recordings available more widely.

USE OF CAMERAS AND FILMING EQUIPMENT BY STUDENTS

All students are encouraged to look after each other, and to report any concerns about the misuse of technology, or any worrying issues to a member of the pastoral staff.

The use of cameras or filming equipment (including on mobile phones) is not allowed in toilets, washing or changing areas, nor should photography or filming equipment be used by students in a manner that may offend or cause upset.

The misuse of cameras or filming equipment in a way that breaches this policy, or the school's [ANTI-BULLYING POLICY](#), [PRIVACY NOTICE](#), [IT ACCEPTABLE USE POLICY](#), [E-SAFETY POLICY](#), [SAFEGUARDING POLICY](#) or [THE SCHOOL RULES](#) is always taken seriously, and may be the subject of disciplinary procedures or dealt with under the relevant safeguarding policy as appropriate.



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