



## Taking and Storing Images of Pupils Policy

Every member of our community should read this policy in conjunction with the following linked policies:

- Anti-Bullying Policy
- Safeguarding Policy
- Social Media Policy
- Emergency safeguarding procedures

Pupils will be made aware of their responsibilities to each other when taking and storing images of each other on their mobile devices. This will be addressed in tutorials.

### **Rationale:**

At Edgbaston High School we are an open and inclusive community, proud of the achievements of all of our pupils in their academic, artistic and sporting endeavours. The School celebrates its diversity and gives all 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-bulletins in order to keep them fully abreast with the news of our 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).

### **Objectives**

- To provide a reference document for all staff so that the safety of all pupils can be ensured.
- To ensure compliance with GDPR regulations.
- To provide a clear framework for the purposes of monitoring and evaluation.

### **Success Criteria**

- Members of EHS only take and store images as outlined in the policy.
- Images are not used without consent.

## Methodology

### 1. Implementation

#### The Application of Data Protection Laws to Taking, Using and Storing Images of Children

Parents who accept a place for their child at EHS are invited to agree to us using anonymous photographs of their child and information relating to her achievements for promotional purposes. These may be published in the prospectus or on the website, as well as displayed within the premises, and in bulletins sent to the wider school community. Full details of The School's Data Protection and Privacy Policy is available on request.

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

#### Use of Images: Displays Etc

Edgbaston High 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 community (parents, pupils, staff, Governors and alumni) via password-protected sections of The School's website.
- Marketing digitally through the website and through the prospectus, through displays at educational fairs and other marketing.

#### Use of Images: Internal Identification

All pupils are photographed on entering The School and, thereafter, at three yearly intervals in the Senior School and annually in the Preparatory School, for the purposes of internal identification.

These passport-sized photographs identify the pupil by:

- Name.
- Year Group and form/tutor group.
- House.

They are securely stored in the password-protected area of the staff database. Access to the photographs is restricted to academic, pastoral and school office staff. Any parent who requests will be sent a copy of his or her daughter's photograph.

#### Images that The School uses in Displays and on its Website

The images that The School uses for display and communication purposes never identify an individual pupil by their full name. Instead, they name the event, the term and year that the photograph was taken. The School only uses images of school activities, such as plays, concerts, sporting fixtures, prizegiving, 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 database. They are reviewed annually and are deleted when no longer required or when a pupil leaves Edgbaston High School. 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. However, existing publications, website and archived material may contain these images.

Edgbaston High School has a procedure in place for regularly checking and updating its website in every school holiday, and expired material is deleted.

The School has social media channels which are carefully managed

### Media Coverage

Edgbaston High School 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 our policy on taking, using and storing images of children as part of their safeguarding induction

### 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. School productions and assemblies are recorded by The School and the use of cameras by parents is prohibited.

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 us from permitting the filming or recording of some plays and concerts. We always print a reminder in the programme of events where issues of copyright apply.

EHS records most plays and concerts professionally (not just those where copyright applies). Copies of the DVDs and CDs are available for parents to purchase.

### CCTV

Edgbaston High School has Closed Circuit Television Cameras (CCTV) installed on its premises for the sole purpose of surveillance for security reasons. EHS believes that CCTV offers improved security protection for both pupils and staff although it is by no means considered to be the only means of security surveillance.

At EHS CCTV is located at the exterior entrances to the premises and in the playground and carparks. 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.

EHS is registered with the Information Commissioner's Office and has three Designated Safeguarding Leads one in each section of The School

Westbourne	Mrs Helena Robinson
Prep	Mrs Sally Hartley
Senior School	Mrs Antonietta Cirillo-Campbell
Governor with responsibility for safeguarding	Mrs Corinne Fatah

The School will respond to any 'Subject Access Requests' within 40 days of receipt of the correct request documentation.

Parents are assured that EHS 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 available on the website. The School is strongly committed to promoting equal opportunities for all, to ensure that no-one is discriminated against, be they staff or pupil, on the grounds of race, age, sex, disability, religion or belief, sexual orientation, gender reassignment, pregnancy, maternity or paternity, marriage or civil partnership.

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 the pastoral staff. The use of cameras on mobile phones is not allowed in washing and changing areas, 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.

## Staff Recording Images

Staff are not permitted to use personal digital equipment, such as mobile phones, iPads and cameras, to record images of pupils, this includes when on field trips. However, with the express permission of the Headteacher, images can be taken provided they are transferred immediately and solely to The School's network and deleted from the staff device.

Pupils and staff are not permitted to use personal portable media for storage of images (e.g., USB sticks) without the express permission of the Headteacher.

### 2. Monitoring

Staff training provides the opportunity to reiterate our position relating to the taking and storing of images. This will be delivered as part of the safeguarding update by the Deputy Head Pastoral.

During school events parents are given guidance in the use of personal devices by the organiser of the event.

### Evaluation and Review

This policy will be evaluated as and when issues arise and will be reviewed every two years by the Deputy Head Pastoral

Signed by the Headmistress CANLacro  
Approved by School Council: \_\_\_\_\_  
Approved by Council: \_\_\_\_\_ Date: \_\_\_\_\_  
Date: 16/11/20