

Photography, Video and Video Conferencing Policy

This policy sets out the school's expectations for classroom practice and the responsibilities of different staff in contributing to an outstanding learning environment. It should be read in conjunction with the following policies.

Child Protection and Safeguarding Policy	Activate Handbook
Early Years Policy	Acceptable Use Policy
Safeguarding Policy	Online Safety Policy
Social Media Policy	Data Handling Policy

This policy has due regard to all relevant legislation including, but not limited to, the following:

- The Data Protection Act 2018
- The General Data Protection Regulation
- The Freedom of Information Act 2000
- The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004

This policy has been created with regard to the following guidance: ICO (2018) 'Guide to the General Data Protection Regulation (GDPR)

Policy Review and Dissemination

All members of staff and Governors will receive a copy of this policy. Copies may be reviewed by parents. This policy will be reviewed, evaluated and updated as required and formally on an annual basis to assess its relevance and effectiveness. Any changes to this policy will be communicated to all staff members and, where appropriate, parents.

Date of update	(U) Updated (R) Reviewed by	How was updated disseminated	Parents informed	Policy on website
Jan 2015	H.Gee (U)	Staff meeting	Yes	Yes
Jan 2016	H.Gee (U)	Staff briefing	no	Yes
Jan 2017	H.Gee (U)	Staff email – all staff to familiarise	Yes	Yes
Jan 2017	S. Hughes (R)			
Jan 2019	H.Gee (R)	Staff Briefing	Yes	Yes
Feb 2020	H. Gee	Staff Briefing	Yes	Yes
Jan 2020	H. Gee	Teams	Yes	Yes
Aug 22	H.Gee	TEAMs	Yes	Yes

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Introduction

At Bowdon Prep we believe the use of images of pupils and their work to be one of the most important ways of building and maintaining links with our school community. We regularly take images of all our pupils for use on the following official school accounts: such as Facebook, Twitter, YouTube and the school’s website.

The overall responsibility for the appropriate use of photography at school and in connection with school events rests with the Headmistress and the DSL.

The Headmistress is responsible for:

- Submitting consent forms to parents, and pupils where appropriate, at the beginning of the academic year with regards to photographs and videos being taken whilst at school.
- Deciding whether parents are permitted to take photographs and videos during school events.
- Communicating this policy to all the relevant staff members and the wider school community, such as parents.

DPO (Bursar) is responsible for:

- Ensuring that all photos and videos are stored and disposed of correctly, in line with the GDPR and the DPA 2018.
- Informing and advising the Governors and staff about their obligations to comply with the GDPR and the DPA 2018 in relation to photographs and videos.
- Monitoring the school’s compliance with the GDPR and the DPA 2018 in regards to processing photographs and videos.
- Advising on data protection impact assessments in relation to photographs and videos at the Governors internal audits regarding the school’s procedures for obtaining, processing and using photographs and videos.
- Providing the required training to staff members in relation to how the GDPR and the DPA 2018 impacts

The Designated Safeguarding Lead (DSL) is responsible for:

- Liaising with the DPO to ensure there are no data protection breaches.
- Informing the Headmistress of any known changes to a pupil’s security, e.g. child protection concerns, which would mean that participating in photography and video recordings would put them at significant risk.

Parents are responsible for:

- Completing the Consent Form on admission and updating as appropriate on an annual basis.
- Informing the school in writing if they wish to make any changes to their consent.
- Acting in accordance with this policy.

Permissible photography and videos during school events

If we have full consent from all parents then the Headmistress may permit parents to take photographs or videos during a school event, parents will:

- Remain seated while taking photographs or videos during concerts, performances and other events.
- Minimise the use of flash photography during performances.
- In the case of all school events, make the focus of any photographs and/or videos their own children.
- Avoid disturbing others in the audience or distracting pupils when taking photographs or recording videos.
- Ensure that any images and recordings taken at school events are exclusively for personal use and are not uploaded to the internet, posted on social networking sites or openly shared in other ways.
- Refrain from taking further photographs and/or videos if and when requested to do so by staff.

Images and video for school publications:

- The school will only take and use images that are appropriate and are considered to not be open to misuse.
- If an image of a child is used, the child's full name will not be published. If a name is published, no image will be used without specific consent.
- Children will be made aware of why their picture is being taken and how it will be used.
- Children will be given the option to not have their image used if they are the sole focus of the picture.
- Children and parents should be encouraged to recognise the value of group photographs or recordings of school events.
- Images will be kept securely and held by the school for the duration of the pupil's time there, after which they will be destroyed.
- Images of children from the school will not be used to illustrate controversial subjects.

Images and video for the school website, Facebook, Twitter and YouTube:

- School websites are part of the internet and are more easily accessible than paper based school publications. The school will make sure that only appropriate images are used. Image filenames will avoid using children's names.

Webcams:

- Webcams are a useful tool for learning. They can allow an individual or class to interact over the internet with others and support links between pupils in different schools, countries and cultures.
- A webcam will only be used in appropriate circumstances such as a normal class setting.
- Both children and teachers will be made aware of when a webcam is in use.

CCTV:

- The school does not use CCTV.

Children photographing/filming one another:

- Staff will supervise and maintain control over any photographing pupils undertake during on-school or off-site activities.
- Camera phones are less visible and can be used to bully or take inappropriate images. Year 6 pupils with parental permission to walk to and from school are allowed to bring camera phones on site; in these cases they must be handed in to the school office upon arrival.
- If it is found that cameras or camera phones have been misused, the school will follow its usual disciplinary procedures.

Please note that images taken by the media are not covered by this policy and are subject to a separate set of regulations.

Storage and retention

- As per the GDPR and the DPA 2018, images obtained by the school will not be kept for longer than necessary; retention periods for the different types of personal data are outlined in the school's Record Management Policy.
- Paper documents will be shredded once the retention period has ended
- Where a parent or pupil has withdrawn their consent, any related imagery and videos involving their child/the pupil will be removed from the school drive. When a parent withdraws consent, it will not affect the use of any images or videos for which consent had already been obtained. Withdrawal of consent will only affect further processing.
- Official school photos held on the school's management information system alongside other personal information are retained for the length of the pupil's attendance at the school, or longer if necessary, e.g. due to a police investigation.
- Images taken on the camera must be downloaded as soon as possible on to a school computer/laptop, ideally once a week.

- Members of staff are responsible for ensuring that images are safely stored, particularly on hard drives. They must take reasonable measures to ensure that they do not come into the possession of unauthorised persons.
- If the memory card for individual school cameras needs to be replaced, then the replaced memory card will be destroyed to ensure that no images can be recovered.
- Members of staff must remember that, even when images are physically deleted from a camera or memory card, the camera or the memory card must be appropriately disposed of to ensure that no imprint remains.

Parent and Pupil Video Conferencing Acceptable Use

In order to create a safe environment for pupils and staff when taking part in video conference sessions, the following considerations must be observed:

1. By accepting the video conference ID and joining the meeting, with parental responsibility, you agree to the terms set out in this document.
2. Video conferencing is only to be accessed by a device in a communal family space.
3. It should ideally be supervised by an adult to deal with any technical difficulties.
4. Pupils need to choose their first name as their user name which will appear on the screen (please remove their surname if showing).
5. Attendees should be dressed appropriately.
6. The meeting ID is to remain confidential and not to be shared to anyone that it was not designated to.
7. Recording, photos or screenshots of the video conference are not allowed by participants.
8. The video conference will be recorded by the hosting teacher and stored in line with the school GDPR and ICT policy. This will not be shared unless parents have indicated their consent on the pupil information records we hold.
9. Teachers will manage the waiting room and only admit pupils belonging to the group so that it can only be accessed by authorised participants.
10. For participants, some video conference facilities will be disabled by the host teacher. This includes but is not limited to the screen record function and screen share.
11. Pupils are not permitted to use chat unless directly requested by the teacher.
12. Lastly, the same behaviour expectations that are set within a classroom apply to the video conference and the teacher retains the right to terminate a pupil's participation.

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