

BRONTE SCHOOL & NURSERY



USE OF CAMERAS AND IMAGES GUIDELINES (Including EYFS)

	Date	Signed
Date reviewed	Sept 2022	 (Mrs. Rummy Singh, Bronte School Computing leader)
Date Reviewed	Sept 2022	 (Mrs. Marie Pike, Nursery Manager)
Ratified by headmistress	Sept 2022	 (Mrs. Emma Wood, Headmistress and Nursery Director)
Ratified by Proprietor	Sept 2022	 (Mr. Nicholas Clements, Proprietor)
Date of next review	September 2024	

This policy relates to Bronte School and Nursery

Image use aims

- These guidelines seek to ensure that images and videos taken within and by Bronte School and Nursery are taken and held legally and the required thought is given to safeguarding all members of the community.
- These guidelines apply to all staff including, support staff, external contractors, visitors, volunteers and other individuals who work for or provide services on behalf of the school and nursery(collectively referred to as 'staff' in these guidelines) as well as children and parents/carers.
- These guidelines must be read in conjunction with other relevant policies including, but not limited to; safeguarding and child protection, on-line safety policy and the acceptable use of technology guidelines.
- These guidelines apply to all images, including still and video content taken by Bronte School and Nursery.
- All images taken by Bronte School and Nursery will be used in a manner respectful of the Data Protection Principles. This means that images will be processed:
 - fairly, lawfully and in a transparent manner
 - for specified, explicit and legitimate purposes
 - in a way that is adequate, relevant limited to what is necessary
 - to ensure it is accurate and up to date
 - for no longer than is necessary
 - in a manner that ensures appropriate security
- The Designated safeguarding lead (DSL) within Bronte School (Emma Wood) and Bronte Nursery (Marie Pike), supported by the senior management team, are responsible for ensuring the acceptable, safe use and storage of all camera technology and images within the setting.

Parental consent

- Parental permission will be sought on admission to Bronte School and Nursery for the use of images and/or videos of children.
- Parental consent will be sought to take and use photographs offsite for professional, marketing and training purposes.
- A record of all consent details will be kept securely on file. Permission may be withdrawn by parents/carers at any time by informing the school or nursery office, records will then be updated accordingly.

Safety of images and videos

- All images taken and processed by or on behalf of Bronte School and Nursery will take place using equipment and devices provided by them.
- Staff will receive information regarding the safe and appropriate use of images as part of their data protection and safeguarding training.
- All members of staff, including volunteers, will ensure that all images are available for scrutiny and will be able to justify any images in their possession.

- Images will not be kept for longer than is to be considered necessary. Staff will ensure that all photographs are permanently wiped from memory cards, computer hard and portable drives or other relevant devices once the images will no longer be of use.
- Any memory stick, CD or storage device containing images of children to be taken off site for further work will be suitably protected.
- The DSL reserves the right to view any images taken and can withdraw or modify a member of staffs' authorisation to take or make images at any time.
- Only official setting owned equipment and cameras will be used by staff to capture images of children for official purposes. Use of personal equipment and cameras by staff is prohibited.
- Other/own/personal devices may be used in exceptional circumstances and only when previously discussed/agreed with the headmistress.
- Any apps, websites or third-party companies used to share, host or access children's images will be discussed prior to use.
- Bronte School and Nursery will ensure that images are always held in accordance with the General Data Protection Regulations (GDPR) and Data Protection Act, and suitable child protection requirements, if necessary, are in place.
- Photographs will be disposed of should they no longer be required. They will be returned to the parent or carer, deleted and wiped or shredded as appropriate. Copies will not be taken of any images without relevant authority and consent from the DSL and the parent/carers.

Publication and sharing of images and videos

- Images or videos that include children will be selected carefully for use, for example only using images of children who are suitably dressed.
- Images or videos that include children will not provide material which could be reused.
- Children's full names will not be used on the website or other publication, for example newsletters, social media channels, in association with photographs or videos.
- Bronte School and Nursery will not include any personal addresses, emails, telephone numbers, on video, on the website, in a prospectus or in other printed publications.

Safe Practice when taking images and videos

- Careful consideration is given before involving very young or vulnerable children when taking photos or recordings, who may be unable to question why or how activities are taking place.
- Bronte School and Nursery will discuss the use of images with children and young people in an age appropriate way.
- A child or young person's right not to be photographed is to be respected. Images will not be taken of any child or young person against their wishes.
- Photography will not usually be permitted in sensitive areas such as changing rooms, toilets, swimming areas etc.

Use of Closed-Circuit Television (CCTV) - Bronte School and iWatch at Bronte Nursery

- All areas which are covered by CCTV will be well signposted, and notifications are displayed so that individuals are advised before entering such vicinity.
- Recordings will be retained for a limited time only and for no longer than their intended purpose. All recordings are to be erased before disposal.
- If cameras record activities taking place on the premises which are of a criminal nature or give any cause for concern, then information will be referred to the appropriate agency.

- CCTV and iWatch cameras will be appropriately placed within the setting.

Use of webcams (iWatch at Bronte Nursery)

- Parents will be informed of the use of webcams in the rooms and garden area at Bronte Nursery prior to a child taking a place.
- Parental obligations regarding access to these images are shared with them during their Care Plan meeting.
- Recordings will be retained for a limited time only and for no longer than their intended purpose. All recordings are to be erased before disposal.

Use of photos and videos of children by others

Use of photos and videos by parents/carers

- Parents/carers are permitted to take photographs or video footage of events for private use only and these should not be shared elsewhere, for example posted on social networking sites. To do so may breach intellectual property rights, data protection legislation and importantly may place members of the community at risk of harm.
- Photos and videos taken by Bronte School and shared with parents should also not be shared elsewhere, for example posted on social networking sites. To do so may breach intellectual property rights, data protection legislation and importantly may place members of the community at risk of harm.
- Parents/carers who are using photographic equipment must be mindful of others, including health and safety concerns, when making and taking images.
- The opportunity for parents/carers to take photographs and make videos can be reserved by Bronte School and Nursery on health and safety grounds.
- Parents/carers are only permitted to take or make recordings within designated areas of Bronte School and . Photography is not permitted in sensitive areas such as changing rooms, toilets, swimming areas etc.
- The right to withdraw consent will be maintained.
- Parents may contact Bronte School DSL to discuss any concerns regarding the use of images.

Use of photos/videos by children

- Bronte School will discuss and agree age appropriate acceptable use rules with children regarding the appropriate use of cameras, such as places children cannot take the camera, for example unsupervised areas, toilets etc.
- The use of personal devices e.g. mobile phones, tablets, children's own digital cameras, is not permitted at Bronte School.
- All staff will be made aware of the acceptable use guidelines regarding children's use of cameras and will ensure that children are appropriately supervised when taking images for official or curriculum use.
- Members of staff will role model positive behaviour to the children by encouraging them to ask permission before they take any photos.
- Photos taken by children for official use will only be taken with parental consent and will be processed in accordance with GDPR and the Data Protection Act.

- Parents/carers will be made aware that children will be taking photos/videos of other children and will be informed how these images will be managed. For example, they will be for internal use by the setting only and will not be shared online or via any website or social media tool.
- Photos taken by children for official use will be carefully controlled by Bronte School and will be checked carefully before sharing online or via digital screens.
- Still and video cameras provided for use by children and the images themselves will not be removed from the setting.

Use of images of children by the media

- Where a press photographer is to be invited to celebrate an event, every effort will be made to ensure that the newspaper's, or other relevant media, requirements can be met.
- The identity of any press representative will be verified, and access will only be permitted where the event is planned, and where press are to be specifically invited to attend.
- Every effort will be made to ensure the press abides by any specific guidelines should they be requested. No responsibility or liability however can be claimed for situations beyond reasonable control, and where the setting is to be considered to have acted in good faith.

Use of external photographers (*this may include volunteers such as staff or parents*)

- External photographers who are engaged to record any events will be prepared to work according to the terms of the Online Safety Guidelines and Acceptable Use Guidelines.
- Photographers will supply the School or Nursery with a copy of their own Privacy Notice (if applicable) which ensures compliance with GDPR and the Data Protection Act.
- Images taken by external photographers will only be used for a specific purpose.
- Photographers will not have unsupervised access to children and young people.



Consent form for using photographs of staff

Bronte School and Nursery would like to use your photograph for staff recognition purposes. These images will appear on our internal intranet and/or website. To comply with General Data Protection Regulations (GDPR) and the Data Protection Act, we need your permission to use photographs of you. Please answer the questions below, then sign and date the form where shown. We will not use the images taken, or any other information you provide for any other purpose.

Please return the completed form, even if you have chosen not to give your consent, to Rummy Singh (School Computing Coordinator) or Gemma Bradbrook (Nursery Office Manager).

May we use your image on our:

Please circle your answer

- | | |
|----------------------------------|--------|
| ● Website | Yes/No |
| ● Display/notice boards | Yes/No |
| ● Official social media channels | Yes/No |

Please confirm that you have read and understood the conditions for use, and the notes relating to the principles of the Data Protection Act.

- I have read and understood the conditions of use;
- I confirm that I understand publication of my picture will mean that my picture will be viewable by those with access, alongside my job title and work contact details and I consent to such processing of my personal data; and
- I understand that if my picture and details are placed on the website and/or social media channels potentially this will be accessible by anyone in the world with internet access.

Name :

Signed:

Date:

Conditions of use:

1. Only images that have been taken with your knowledge will be used. Signing the consent form confirms your permission for all images to appear on the internet. and/or website (which is potentially viewable to anyone).
2. Under the GDPR and the Data Protection Act your rights include:
 - Your consent (to the publication of your photo) can be withdrawn at any time (principle 1 of the Act).
 - Your photo will not be used for any other purpose without your further consent (principle 2 of the Act).
 - Your personal data will be accurately maintained and kept up to date (principle 4 of the Act)
 - Publication of your photo will cease and all electronic copies will be deleted, upon your request (principle 5 of the Act)