



Dair House School

Taking and Storing Pupil Images Policy



Monitoring: DSL Updated: November 2018 Review: August 2019

This policy is effective for all children at Dair House School from the EYFS to Year 6.

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

Parents who accept a place for their child at Dair House 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 web site, as well as displayed within the premises, on an internal information screen, in bulletins sent to the school community and on Twitter. The consent form that we use for this purpose is included in the Admissions Pack for New Parents.

Use of Images Displays etc.

We will only use images of our pupils for the following purposes:

- Internal displays on notice boards within the school premises;
- Communications with the school community (parents, pupils, staff, Governors and alumni) via the school's web site;
- Presentations, including clips of moving images;
- Marketing the school both digitally by web site, by prospectus and by other means;
- As methods of recording the achievements of the pupils especially in the EYFS.

Use of Images on Social Networking Sites by Parents

To safeguard the privacy of the pupils it is our policy that photographs and films of Dair House School pupils will not be published on to social networking sites by parents, unless the photograph or film contains only images of those parents' own children, or unless it is on the School's official pages on these sites and then only with the express permission of the Headmaster. This includes, but is not limited to, social networking sites such as Facebook and Twitter and video sharing websites such as YouTube.

Images That We Use In Displays And On Our Website

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 these photographs. On the Dair House School website and external publications, no names are linked with images.

Media Coverage

We will always 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 the event.

Staff

All staff are told that under normal circumstances only approved school devices can be used for taking images of children.

In unusual circumstances, such as sporting events or educational trips when images are used to communicate instantly with parents via Facebook and other media, staff may use their personal camera phones, but all images MUST be deleted immediately.

No images of Dair House School pupils should remain on staff phones or cameras.

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 a concert, parents should be mindful of the need to use their cameras and recording devices with consideration and courtesy for the comfort of others. At times parents are asked to refrain from recording or photographing performances.

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.

School plays and concerts may be recorded in school. Occasionally, copies of the DVDs and CDs will be available for parents to purchase.