

Quwwat-ul-Islam Girls' School



Taking, Storing and Using Images of Children Policy

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Policy Links	AUP Policy Behaviour Policy Child Protection and Safeguarding Policy Online Safety Policy

School Motto
Together we can achieve more
School Values
Respect . Aspiration . Responsibility
Learning Drivers
Caring for Ourselves, Our World, Our Education, Our Rights

School Vision Statement

To establish a school of excellence both **Islamically** and **Academically** - Provide a **holistic** education which is inspired by: **Taqwa**: God consciousness **morals and values** inspired by the prophet (saw) coupled with **academic excellence**.

At Quwwat-UI-Islam girls' school we adhere to the following:

- **Mutual respect and tolerance** - We respect and care for everybody.
- **Democracy**– We promote the right of every individual to have their opinions and voices heard.
- **The rule of the law** – We understand that laws and rules protect us and at the same time provide us with responsibilities, by breaking them there are consequences.

Quwwat ul Islam Girls' School is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the school expects all staff, governors, volunteers and parents/carers to share this commitment.

Introduction

This Policy is intended to provide information to pupils and their parents, carers or guardians about how images of pupils are normally used by Quwwat ul Islam Girls' 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 pupils themselves, and the media.

General Information

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. Parents who accept a place for their child at the school are invited to agree to the school using images of as set out in this policy, by signing a copy of the 'Media Consent Form'. However, parents should know certain uses of their child's images may be necessary or unavoidable, for example if they are included accidentally in a school photograph.

We hope parents will feel able to support the school in using pupil images to celebrate the achievements of pupils, sporting and academic; to 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 pupil for whom they are responsible should clearly indicate this preference on the 'Media consent' Form. The school will respect the wishes of parents/carers and pupils themselves wherever reasonably possible and in accordance with this policy.

Parents should be aware that, from around the age of 12 and upward, the law recognises pupils' own rights to have a say in how their personal information is used – including images.

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

- ☐ School Publications
- ☐ On internal displays and conventional notice boards within the school premises.
- ☐

- ☐ In communications with the school community (parents, pupils, and staff) including by email, on the secure section of the school website and by post
- ☐ On the school's website and, where appropriate, via the school's social media channels, e.g., Twitter and Facebook. Such images would not be accompanied by the pupil's full name without permission.
- ☐ Online, press and other external advertisements for the school. Such external advertising would not normally include pupil's names and in some circumstances the school will seek the parent or pupil's specific consent, depending on the nature of the image or the use.
- ☐ The source of these images will predominantly be taken by a member of staff or a professional photographer used for marketing and promotional purpose.
- ☐ The school will only use images of pupils in suitable dress and the images will be stored securely and centrally.

Use of Pupil 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 school pupils are participating and will make every reasonable effort to ensure that any pupil whose parent or carer has refused permission for images of that pupil, or themselves, to be made in these circumstances are not photographed or filmed by the media, nor such images provided for media purposes. The media often asks for the names of the relevant pupils to go alongside the images, and these will be provided where parents have been informed about the media's visit and either parent or pupil has consented as appropriate.

Security of Pupil Images

Professional photographers and the media are always accompanied by a member of staff when on school premises. The school uses only reputable professional photographers and will make every effort to ensure that any images of pupils are held by them securely, responsibly and in accordance with the school's instructions. The school will take appropriate technical and organisational security measures to ensure that images of pupils held by the school are kept securely on school systems and protected from loss or misuse. The school will also take reasonable steps to ensure that members of staff only have access to images of pupils held by the school where it is necessary for them to do so.

All staff are given guidance on the school's Policy regarding, Taking, Storing and Using Images of Children, and on the importance of ensuring that images of pupils are made and used responsibly, only for school purposes, and in accordance with school policies and the law.

Use of Cameras and Filming Equipment (including mobile phones) by Parents

Parents/Carers are not permitted to take photographs of their child within the premises of the school building.

Parents are asked not to take photographs of pupils during class assemblies/celebration assemblies. Parents may not film or take photographs in changing rooms or during school performances, nor in any other circumstances in which photography or filming may embarrass or upset pupils.

Use of Cameras and Filming Equipment by Pupils

All pupils 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 pupils in a manner that may offend, or cause upset.

All pupils must hand their mobile phones to the school office every morning before entering the main school building, all devices will be kept locked and stored safely in the main school reception office. Mobile phones can be collected at the end of the school day.

The misuse of images, cameras or filming equipment in a way that breaches this policy, or the school's Anti- Bullying Policy, Data Protection Policy, Child Protection and Safeguarding Policy, Online Policy, IT Acceptable Use Policy for Pupils or the Student code of conduct is always taken seriously, and may be the subject of disciplinary procedures or dealt with under the relevant safeguarding policy procedure as appropriate.