



# BEACONSFIELD HIGH SCHOOL

A remarkable Grammar School

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## PHOTOGRAPHIC IMAGES POLICY

Date last reviewed      November 2023

Next review date:      November 2026

For review by:          F&R/FGB

# Beaconsfield High School



## PHOTOGRAPHIC IMAGES

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The School is obliged to comply with the Data Protection Act 2018 when it takes or publishes photographs of its students. The school will always try to act in the best interest of the students and, as far as it legally can, it will take parental preferences into account.

The Data Protection Act gives children rights over their own data when they are considered to have adequate capacity to understand. Most children will reach this level of understanding at around age 12. For this reason, it will normally be up to the individual child to decide whether to be photographed. Where the school considers that the child does not have the capacity to make such a decision the school will act as it considers to be in the best interests of the child and in doing so will take account of any stated parental preference.

If you wish to express a preference for the school to avoid taking or publishing photographs of your child in certain circumstances then please indicate your preferences using the attached form. If no preferences are expressed then the school will act in accordance with the principles expressed in this policy.

Ordinarily the following rules will apply to photographs in this school:

### **Photographs for Internal Use**

- The school will take photographs for its own use. Usually these will be unnamed photographs and will generally be for internal school use but may also include photographs for publication, such as photos for the prospectus and to show as slides at an event for parents. Unnamed photographs may also be published on the schools internet social media platforms and be used on display boards which can be seen by visitors to the school
- When the photograph is taken, the students will be informed that a photograph is being taken and told what it is for so that they can object if they wish.
- If the school wants to use named photographs then it will obtain specific consent first. For most students this will be pupil consent as explained above but parental wishes will be taken into account.

## **Media Use**

- The school will consider the interests of its students when deciding whether to allow external organisations to take photographs or to film.
- When the media are allowed to be present in school or at school events, this will be on the condition that they observe this policy.
- If the media are allowed to be present at a particular event the school will make sure that students and their parents or carers are informed of the media presence. If no objection is received, then the school assume that unnamed photographs may be published.
- If the media entity wants to publish named photographs then they must obtain specific consent from those students with capacity to consent or the parents of those without capacity. The school will require the media entity to check with the school before publication so that the school can check that any objections have been taken into account.

## **Family Photographs at School Events**

- It shall be at the discretion of the school whether photographs may be taken at a school event.
- Family and friends taking photographs for the family album will not be covered by the Data Protection legislation.

Where the school decides to allow such photography, the family and friends will be asked not to publish any photographs showing children other than their own on the internet.

### Expression of Parental Preferences

		YES	NO
1	<b>The use of my image on the schools website.</b> e.g Celebrating achievements, assemblies, performing in a school production etc		
2	<b>The use of my image on the schools social media pages.</b> e.g Facebook/Twitter/Instagram/ Youtube/ Vimeo		
3	<b>The release of my name for publication, with or without a photo, either on my own or in a group.</b> e.g school website, school displays, newsletters, social media, school prospectus, local press etc.		
4	<b>To being photographed for school group photos that may be bought by other families who have children within the photo.</b> e.g a tutor group photo or leavers group photo.		
5	<b>To the use of my photo or name appearing in any school or class yearbook or other mementos on leaving the school.</b>		
6	<b>I consent for a professional photographer appointed and approved by the school to take my photo and release images to our family for sale.</b>		
7	<b>My lessons being recorded for the purposes of teacher training. These recordings will be shared with other teachers and education professionals to help raise teaching standards.</b>		

I understand that the school will try to take my preferences into account but that the school must comply with the Data Protection Act 2018, which will give my child rights in their own data when they have adequate capacity and understanding to make decisions about the publication of their photographs for themselves.

Signed \_\_\_\_\_

PRINT NAME \_\_\_\_\_

Relationship to child \_\_\_\_\_