



Use of Visual Images and Photography Policy

This policy is part of the suite of documents relating to the Safeguarding Policy. It links also to assessment.

Values Academy believe that photographic images assist in recognition of the achievements of students. They promote the ethos of students feeling valued, and proud of their success. Photography is a useful tool in a variety of ways; for example in record keeping, portfolios and displays.

Values Academy adopts a common sense approach to the taking and use of photographic and video images, and is sensitive to the rights and wishes of parents/carers who may not want their children to be photographed and who may have concerns about the uses of such images. Permission will always be sought before taking or allowing images to be made of students.

Implementation of Policy

Values Academy will ensure the following:

- That permission is gained from all parents/carers before any photographic or video images are made of a student.
- A student will never be forced to have their photograph taken if they object or are distressed.
- Any images recorded will show positive issues and events.
- That where photographs or videos are displayed anywhere other than School premises parental / carer permission will be obtained prior to the image being displayed.
- That Staff who take photographs or videos as part of staff training or professional development will respect the confidentiality of students and will not name or identify students or adults featured in the images.
- No photographs or any other images will be taken on personal devices. Only school equipment will be used.

Procedures

1. Parents and carers will be asked to give their consent for photography of their child by completing a permission slip that is then kept in the student's file. Non-return of the permission slip will not be taken as an indication that consent is given, follow up must take place, to be certain of parent/carer wishes.
2. Values Academy will keep a register of those who must not be photographed or be included in any images taken in the School.
3. Photographs will not be taken of students when they are vulnerable, for example distressed or injured.
4. All reasonable measures will be taken to ensure that no student on the register is photographed or videoed by a visitor, or while on a visit outside the School.
5. Parents/carers will always be advised in advance of a visit from any external photographer and invited to participate or withdraw their child from the activity.

Use and Storage of Photographs and Video

Photographs and images will be used and stored in the following ways:

- Photographs are held for reference in student files and work portfolios
- Photographs taken as records of events may be displayed around the School.
- As with student files, archived photographs will be held until the subjects of the photographs attain twenty one (the "age of majority" plus three years in which to bring any legal action).
- Photographs will not be exchanged with anyone, or removed for private use by any employee or volunteer. This will result in Disciplinary Action.

Website

- Photographs of students are used minimally and anonymously on our website.
- Parents / carers will be informed before an image goes live and receive copies of the photographs which are to be posted on the website. Parents/ carers have the right to have any photograph of their child removed from the website at anytime.

Child Protection

- Values Academy will not publish any other information about the student, such as name, address or age, before publishing the image.
- Special consideration will be given to those students who are fostered or adopted and the views of the carer and /or Local Authority will be sought before publishing any image.

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