



ISLAND LEARNING CENTRE

PHOTOGRAPHY POLICY

Date Adopted: January 2015

Review Date: January 2018

1. Introduction

There are key events in the life of the Island Learning Centre where the parent and wider community will wish to have a visual record of the proceedings. Unfortunately the actions of a minority in misusing visual images (in particular through the use of the internet) have meant that schools need to pay particular attention to the requirements of data protection legislation.

2. Policy statement

In relation to photography the Island Learning Centre is committed to:

- i) protect the right of parents/carers to consent to their children being photographed for particular purposes at the Island Learning Centre;
- ii) emphasise the Island Learning Centre's protective ethos towards students in respect of potential inappropriate use of visual images of students;
- iii) avoid students being distracted by photographic activity during events;
- iv) enable all visitors at Island Learning Centre productions to enjoy the event without the distraction of others taking photographs or videoing near them;

and in maintaining this policy, the Island Learning Centre seeks to comply with the Data Protection Act 1988 and with the principles of child protection.

1. The Island Learning Centre is not required to obtain general consent from parents/carers to their child being photographed at Island Learning Centre events, but parents/carers do have the right to ask, in writing, for their own child not to be photographed. In such cases it may be necessary to withdraw the child from all or part of the activity in which s/he might be photographed. The Island Learning Centre would ask parents/carers to consider very carefully the impact of such a decision on the child as the Island Learning Centre would not wish any student to feel that s/he was being punished as a result of parental concern.
2. Where the Island Learning Centre intends images to be published, for example on a website, or in a publication or in the media, or displayed in a public place (including areas of the Island Learning Centre to which visitors have access), it will always seek the explicit written consent of parents/carers before doing so.
3. The Island Learning Centre will normally avoid naming students where their pictures appear in a publication, though there are clearly instances where the students, parents/carers and the Island Learning Centre would wish to celebrate achievement and include the details of the contributing individuals.

The media generally follow their own codes of practice to comply with data protection legislation and the naming of photographed individuals is acceptable providing the Head Teacher and the Management Committee have no objections.

4. The above commitments apply to occasions where the Island Learning Centre can exercise reasonable control of the situation. It is clearly not always possible to stipulate conditions for photography, for example in public places during Island Learning Centre visits.
5. In fulfilling the above commitments, the Island Learning Centre:

- i) may ask parents/carers to refrain from photography at events where it appoints an official photographer and makes arrangements to supply copies of pictures to parents; the Island Learning Centre will give notice of this in invitations to the events;
 - ii) may ask parents/carers and others who wish to take photographs, where this is permitted, to do so from the rear of the audience, so that they do not impair the view of others; the Island Learning Centre will give notice of this in invitations;
 - iii) will respect the views of parents/carers who ask for their child not to be photographed, whilst aiming to avoid giving the impression that the child is being punished.
6. The Island Learning Centre will keep pictures for no longer than 5 years.
 7. Where pictures are of historical interest, the Island Learning Centre may make them available to the Isle of Wight Record Office and will inform parents/carers accordingly.
 8. Parents/carers who wish to see any visual images of their child being held by the Island Learning Centre should make their requests to the Island Learning Centre office.

3. Roles and Responsibilities

1. It is the responsibility of the **Management Committee** to establish a policy and procedure for photography at Island Learning Centre events and to monitor the effects of the procedure.
2. It is the responsibility of the **Head Teacher** to ensure that arrangements are in place which safeguards the rights of students and parents/carers in relation to photography at Island Learning Centre events whilst having material for publicity, information and record purposes.
3. It is the responsibility of all **staff** to familiarise themselves, and comply, with this policy and procedure in accordance with relevant professional standards.

4. Procedure

1. The following guidelines seek to support the Island Learning Centre in working with parents/carers and others to protect the interest of students in their care.
 - i) If the Island Learning Centre is intending to allow photography (including video) at any event on or off site, it must obtain written permission from parents/carers or older students (above Year 9). Separate written permission must be obtained where images are to be used in a publication (i.e. a prospectus or on the internet) or in an area of the Island Learning Centre to which the public have access. It should

also be established whether images are to be retained for further use, as this might involve obtaining consent at a later date.

- ii) Visitors should be reminded that any pictures taken of students at Island Learning Centre events are for appropriate personal use only and should not be passed on to third parties. (The Island Learning Centre might wish to use a member of staff as an 'official' photographer and make photographs or copies of videos available to others at cost price).
 - iii) Professional photographers from outside the Island Learning Centre must comply with the Isla of Wight Council guidelines which the Island Learning Centre has adopted.
 - iv) Any sales of photographs or videos must be at cost price.
 - v) A photographer must comply with the requirements set out in the Data Protection Act 1988.
 - vi) Material can only be use for the Island Learning Centre's own purposes.
 - vii) An external photographer may not disclose the photographs to any other party unless permission has been given by the Island Learning Centre.
 - viii) The Head Teacher and/or the Management Committee should decide whether to allow the media to take pictures of students and whether to publish these with individuals' names bearing in mind the individual parents/carers right to request that their child should not be photographed.
2. The same guidance applies to multi-media messaging service mobile phones and devices.
 3. On admission to the Island Learning Centre, parents/carers will be asked to sign a consent form for their child. These forms will be kept on the student record and will be referred to for all events. (see consent form at Appendix 1)
 4. The member of staff overseeing the admissions process will keep an up to date list of the names of those students for whom there is no permission given to be included in photographs. In this case, the student in question may be withdrawn from the particular event.
 5. If the material is for internal use only i.e. Island Learning Centre intranet or internal displays, then permission needs only to be sought from the students themselves.

5. Monitoring and Review

1. The Heads of Centre will report on the Policy to the Head Teacher as appropriate.
2. The Head Teacher will report to the Management Committee on any relevant aspects of the working of the Policy as appropriate.
3. The Management Committee will review the Policy every three years.

APPENDIX 1 – Photography/Publication Consent Form

The Island Learning Centre
Albany Road
Newport
Isle of Wight
PO30 5HZ

Date:

Dear Parent / Carer

Re: Photography/Publicity consent

In order to comply with the Data Protection Act 1998 in respect of personal data, we need to ask for your consent to your child being photographed (including digital and video images) where we propose to use the images. This includes posting them on our website, in an Island Learning Centre brochure, our social media sites or in parts of the Island Learning Centre to which the public has access. Please note that the Island Learning Centre Newsletter is also uploaded to the website. On occasion we also release good news articles and information about events to the local press. If you are happy for your child's name and/or photograph to be included in any Island Learning Centre related articles we publish in the newsletter, on the Island Learning Centre website/social media sites, in the local press or other 3rd party publications, then please return the slip at the bottom of this letter.

The pictures will not be used for any purposes other than those stated above.

If you have any queries or concerns about this matter, please feel free to discuss them with us.

A copy of our photography policy can be obtained from the Island Learning Centre.

Yours sincerely

Head Teacher

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Consent form

I consent to my child/myself being photographed and named in articles published on Island Learning Centre's website, social media sites and Newsletter, articles in the local press and/or other 3rd party publications

Signed:Parent/Carer

Student's name:

Date: