ORTU FEDERATION

Corringham Primary School

(Including: Corringham Primary Pre-School and Speech and Language Enhanced Provision)

Digital and Video Image Policy

2017/2018

DIGITAL AND VIDEO IMAGE POLICY FOR CORRINGHAM PRIMARY SCHOOL

Philosophy Statement

The use of cameras should be considered an essential and integral part of everyday life. As such, children and young people and early years practitioners and their managers are to be encouraged to use such technology in a positive and responsible way.

It has to be recognised however, that digital technology has increased the potential for cameras and images to be misused and inevitably there will be concerns about the risks to which children and young people may be exposed.

We recognise that having the right policies and practices in place will also protect school staff from misunderstanding, false accusations and damage to reputation around the use of digital images.

Practical steps must be taken to ensure that the use of cameras and images will be managed sensitively and respectfully. A proactive and protective ethos is to be reflected which will aim to promote effective safeguarding practice.

Aims

The Digital and Video Image Policy will aim to ensure safer and appropriate use of cameras and images through agreed acceptable use procedures. This is to be in line with legislative requirements and will aim to respect the rights of all individuals.

The Digital and Video Image Policy will apply to all individuals who are to have access to and/or be users of work-related photographic equipment. This will include children and young people, parents and carers, early years practitioners and their managers, volunteers, students, visitors, contractors and community users.

This list is not to be considered exhaustive.

The Digital and Video Image Policy will apply to the use of any photographic equipment. This will include mobile phones, video cameras, webcams and portable gaming devices with inbuilt cameras as well as other forms of digital technology and resources for storing and printing images.

Roles and Responsibilities

The Safeguarding Lead is to be responsible for ensuring the acceptable, safe use and storage of all camera technology and images. This will include the management, implementation, monitoring and review of the Digital and Video Image Policy.
This policy complies with the requirements of the Data Protection Act 1998, Freedom of Information Act 2000, Human Rights Act 1998 and other relevant Acts regarding the taking and use of photographic images of children.

All images will be used in a manner respectful of the eight Data Protection Principles. This means that images will be:

1. Fairly and lawfully processed
2. Processed for limited, specifically stated purposes only
3. Used in a way that is adequate, relevant and not excessive
4. Accurate and up to date
5. Kept on file for no longer than is necessary
6. Processed in line with an individual's legal rights
7. Kept securely
8. Adequately protected if transferred to other countries.

At Corringham Primary School all staff, parents/carers and, where age appropriate pupils, are required to sign the appropriate Acceptable Use Policy. When taken together these cover the requirements of, and set out the procedures for, the taking and storage of photographs, digital images and videos. Additionally, all parents are asked to sign to give their consent to photographs, digital images and videos being taken and are made aware of the contexts, nature and the use to which these will be put.

In this school

- We gain parental/carer permission for use of digital photographs or video involving their child as part of the school agreement form when their daughter / son joins the school

- We do not identify pupils in online photographic materials or include the full names of pupils in the credits of any published school produced video materials / DVDs

- Staff sign the school's Acceptable Use Policy and this includes a clause on the use of mobile phones/personal equipment for taking pictures of pupils

- The school blocks/filter access to social networking sites or newsgroups unless there is a specific approved educational purpose

- Pupils are taught about how images can be manipulated in their e-Safety education programme and also taught to consider how to publish for a wide range of audiences which might include governors, parents or younger children as part of their Computing scheme of work

- Pupils are advised to be very careful about placing any personal photos on any 'social' online network space. They are taught to understand the need to maintain privacy settings so as not to make public, personal information

- Pupils are taught that they should not post images or videos of others without their permission

- Pupils are taught about the risks associated with providing information with images (including the name of the file), that reveals the identify of others and their location, such as house number, street name or school. We teach them about the need to keep their data secure and what to do if they are subject to bullying or abuse

Website

The Headteacher takes overall editorial responsibility to ensure that the website content is:-

- Accurate and the quality of presentation is maintained

- Uploading of information is restricted to our website administrators

- The school web site complies with the school's guidelines for publications

- Most material is the school's own work; where other's work is published or linked to, we credit the sources used and state clearly the author's identity or status

- Photographs published on the web do not have full names attached

- We do not use pupils' names when saving images in the file names or in the tags when publishing to the school website

CCTV

- We use lesson recording equipment on occasions as a tool to share best teaching practice. We do not reveal any such recordings outside of the staff and will not use for any other purposes

Policy Review

1. The Governing Body is responsible for ensuring the annual review of this policy.