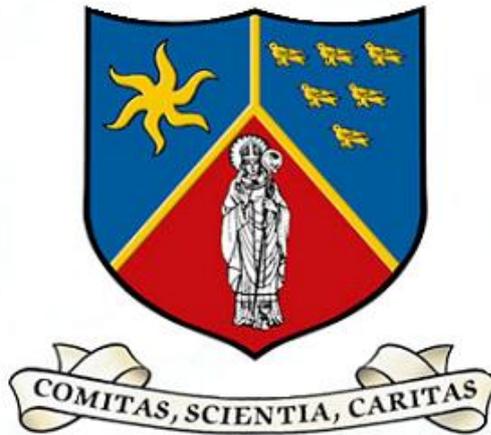


# St Richard's Catholic College

## USE OF IMAGES POLICY



The Policy was approved by the Governing Body: September 2016

Chair of Governors: \_\_\_\_\_

The Governing Body will review the policy in September 2017

## Use of Images Policy

### Images for college publications

- The college will only take and use images that are appropriate and are considered to not be open to misuse.
- If an image of a child is used, the child's name **will not** be published. If a name is published, **no image will be used** without specific consent.
- Children will be made aware of why their picture is being taken and how it will be used.
- Children will be given the option to not have their image used if they are the sole focus of the picture.
- Children and parents should be encouraged to recognise the value of group photographs or recordings of college events.
- Images will be kept securely and held by the college for the duration of the pupil's time here, after which they will be destroyed.
- Images of children from the college will not be used to illustrate controversial subjects.

### Filming

Filming of college events by parents is discouraged. The college will record the event, if requested, and make copies available to all parents, for which there may be a charge.

### Video Conferencing/Webcams

The college uses video conferencing. This allows a live debate between pupils from different schools without the need for pupils to travel. Pupil images will appear on the screen but will not be recorded. If you do not wish your son/daughter to be involved in video conferencing, please tick the box on the reply slip that says: 'I do not give permission for images of my son/daughter to be used.'

### Images for the College Website

School websites are part of the internet and are more easily accessible than paper based school publications. The college will make sure that only appropriate images are used. Image filenames will avoid using children's names.

### CCTV

The college uses CCTV in some areas of college property as a security measure.

### Camera Phones

- Camera phones are becoming increasingly popular with children but can be misused. Camera phones are less easily visible and can be used to bully or take inappropriate images.
- If it is found that a camera phone has been misused the college will follow its usual disciplinary procedures.

**Please note that images taken by the media are not covered by this policy and are subject to a separate set of regulations.**

### Key Policy Points

- There should be a balance between the low risk of misuse and the numerous positive results of colourful, well produced school material.
- The college will only take and use images (photos and video) that are appropriate and are considered to not be open to misuse.
- Children will be made aware of why their picture is being taken and how it will be used.
- The college will take extra precautions to ensure that only appropriate images are used for the website.
- If it is found that a camera phone has been misused, the college will follow its usual disciplinary procedures.
- If an image of a child is used, the child's name **will not** be published. If a name is published, **no image will be used** without specific consent.