
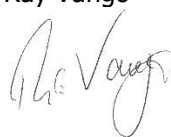




# Lumen Learning Trust

Learning together for a brighter future

## Capturing and Storing Images Policy

<b>DATE APPROVED BY LUMEN LEARNING TRUST</b>	31 <sup>st</sup> March 2023		
<b>REVIEW DATE</b>	As required, as guidance changes		
<b>SIGNED EXECUTIVE PRINCIPAL</b>	Mary Ellen McCarthy 	<b>DATE</b>	31/03/2023
<b>SIGNED CHAIR OF DIRECTORS</b>	Ray Vango 	<b>DATE</b>	31/03/2023

Lumen Learning Trust puts the children's needs at the heart of its provision. Our whole school community is committed to enabling the children to become successful lifelong learners and happy, fulfilled adults who can make positive choices about their future.

This policy should be read in tandem with the following documents:

Lumen Learning Trust Staff Code of Conduct

Lumen Learning Trust ICT User Agreement

Lumen Learning Trust Social Media for School Use policy

Individual school Staff Handbook

### **Capturing photographs, videos and other images**

Under no circumstances are staff permitted to use personal equipment to take images of pupils.

Staff must:

- Regularly familiarise themselves with the image consents for their class;
- Only publish images of pupils where they and their parent/carer have given explicit consent to do so;
- Only retain images when there is a clear and agreed purpose for doing so;
- Store images in a pre-approved appropriately secure place in the school;
- Ensure that a senior member of staff is aware that the photography/image equipment is being used and for what purpose;
- Be able to justify any images of pupils they take;
- Avoid taking images in one-to-one situations.

### **Special arrangements for professional photographers visiting a school site**

A photography company visits the school regularly to take individual and class photographs. Parents and carers are given the contact details of the company used. The photographs can be purchased by parents and carers and are used internally to identify pupils.

Professional photographers and the media are accompanied at all times by a member of staff when on school premises, if a Lumen Learning Trust DBS check has not been obtained. The school only uses reputable professional photographers. The photographer retains the copyright and the school makes every effort to ensure that any images of pupils are held by them securely, responsibly and in accordance with the school's instructions. This will be covered by a contract and Data Processing Agreement.

### **Special arrangements for families**

The decision to allow families to capture images of their own children at school events is at the discretion of the Headteacher at the Lumen school.

In settings where it is expressly forbidden for families to capture images at school events, this decision will have been taken to protect the safety and wellbeing of all pupils and all families are expected to adhere to this decision without exception.

For those Lumen schools where families are able to capture images the following stipulations will be in place:

- Parents and carers are welcome to take photographs of their own children taking part in concerts, plays, sporting and outdoor events. When an event is held indoors, such as a play or a concert, parents should be mindful of the need to use their cameras and recording devices with consideration and courtesy for the comfort of others.
- We ask parents and carers not to take photographs of other pupils other than their own.
- Parents and carers are asked not to upload recordings or photographs which contain images of other children other than their own child onto social media sites.
- Flash photography can disturb others in the audience, or even cause distress for those with medical conditions; we therefore ask that it is not used at indoor events.
- Parents and carers are also reminded that copyright or safeguarding issues may prevent us from

permitting the filming or recording of some plays and concerts. We always print a reminder in the programme of events where these may apply.

## **Security of Pupil Images**

Every school takes appropriate technical and organisational security measures to ensure that images of pupils held by the school are kept securely on school systems and protected from loss or misuse.

All school devices are liable to spot checks to ensure compliance with this policy.

At no time should any device be taken off site if previously taken images have not been deleted.

Every school will take reasonable steps to ensure that members of staff only have access to images of pupils held by the school where it is necessary for them to do so.

All staff are given guidance on this policy and on the importance of ensuring that images of pupils are made and used responsibly, only for school purposes, and in accordance with other school policies.

*The following steps should be followed by all school staff when storing pupil images:*

- Images taken on class cameras or other portable devices should not be stored on the device but uploaded to the secure central depository as soon as is practicable.
- Images should be stored in a central shared depository, not individual staff personal files. This will be designated by each school.
- Once the images are transferred to the secure central depository, they should then be deleted from the device used to take them.
- Account log ins and passwords to shared secure central depositories should only be shared amongst those members of staff that actively use the depository i.e. teaching staff and SLTs.
- Account log ins and passwords should be shared either:
  - Individually in separate emails only to relevant named email groups, not whole school email groups;
  - Within a shared Drive document, only accessible to relevant groups of staff via a link.
- Log in names should be a recognisable school named account such as [schoolname.onedrive@lumenlearningtrust.co.uk](mailto:schoolname.onedrive@lumenlearningtrust.co.uk). Access to emails associated with shared depositories should be limited to ICT subject leads and SLT at each school location.
- Passwords should:
  - Not include the name of the school using a mixture of characters and numbers e.g. \$cho0l
  - Be changed termly to ensure access is restricted only to current members of staff.
- All images are to be placed in a folder marked with the academic year they were taken and then within a subfolder named by Year group or class name, never the name of a child in any format.
- Images held in the secure central depository must be reviewed at the end of each academic year and those no longer required deleted.
- Images must only be retained for a maximum period of on roll + 2 years in accordance with the Lumen Learning Trust image consent form provided to parents and carers when a child joins the school.