



# **MEREVALLEY FEDERATION**

## **PHOTOGRAPHIC IMAGES AND**

### **VIDEO POLICY**



## VERSION

Date	Author(s)	Notes on Revision/s	Approved by
November 2018	Jenny Thompson	Policy Created	
July 2020	Iain Mortimer	No updates	
September 2021	Iain Mortimer-Fox	Updated to include the federation	H. White 28/9/21
<b>Policy Review:</b> Annually			
<b>Type of Governing Body Meeting:</b> Executive headteacher			



## 1 INTRODUCTION

While images and video are an effective way of sharing, recording and evaluating children's work, progress and skills it is essential that this visual evidence is managed correctly. It is imperative that the staff at Emerson Valley follow the rules set by the Data Protection Act to keep themselves and the children safe.

## 2 IMAGES ON THE INTERNET

- Parental permission is needed to show any images or video of children on public sites such as the website or social media.
- A confidential list of names and photographs must be kept to protect children and staff who do not wish to appear in the internet. This list should be kept up to date and referred to before any images are placed on the internet.
- No personal information or email address should be attached with the images or video.
- If an image is captioned, no personal details are included. Children will only be identified by their first name.
- Visitors to the website are asked not to distribute any images or cut and paste content without consent

## 3 IMAGES AND VIDEO USED BY STAFF.

- All images and video must be taken using school equipment
- Images should only be kept on computers and other devices for as long as they are needed within a school year.
- Once children leave a teachers care (when they move up a year) all stored images should be deleted.
- IT manager / IT co-ordinator will check the network periodically and delete any images or video of pupils who are no longer attending Emerson Valley.
- Some images can be kept for Further Teaching purposes but these must be stored in a place agreed by the Senior Leadership Team.

## 4 DATA PROTECTION AND CONSENT

Please see the relevant sections in the: Data Protection and GDPR policies for information regarding the data storage and use of images and videos.