

CARFAX

COLLEGE

Use of Images and Videos (2018)

Policy Statement

The College may from time to time wish to publish photographs or videos of its pupils, for example on the College website or in other promotional materials. The College operates a policy of informed consent regarding such media. Images and videos will only be taken if permission is granted, and further consent will be sought before publication and/or distribution. Pupils appearing in such photographs or videos will never be identified publicly by their surname without specific permission.

Responsibilities

Many educational activities involve recording images, for celebration, achievement, or many other reasons. These may be undertaken in relation to school matters only. **Under no circumstances** should staff be expected or allowed to use their personal equipment to take images of pupils at or on behalf of the school.

Staff must be aware of the potential for the misuse of images for pornographic or 'grooming' purposes. Staff must be sensitive to the needs of young or vulnerable children, and aware that certain pupils may feel threatened by the use of photography.

Any photographs, video recordings, or other visual data used in the classroom or by school staff will not be reproduced or made available outside of the school. Express permission must be sought from the Principal prior to any outside use.

Any professional photographers who are invited into the College will be given written expectations concerning the College's expectations and safeguarding policy. Photographers will not be allowed unsupervised access to pupils.