

Use of Images Policy for children at Truro Prep and Truro School EYFS to Upper Sixth

A copy of this policy is published on the School's website

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Created by: Marketing Manager, Head of Prep and Head of Pre-Prep

A. The taking of images of pupils at Truro Prep and Truro School by parents

The taking of images (video and stills) by parents, legal guardians or family members at school events, within the school precincts or on trips organised by the school.

Parents, legal guardians and family members may take photographs at school events or when accompanying pupils on school trips but photographs that contain other children from school are not allowed to be shown or shared on any online public platform or via any public printed materials, and can only be viewed by the family.

Staff will challenge unknown adults on the school site. All visitors should have signed in and no visitor should be taking photographs without the Schools' permission.

The use of cameras in swimming pools and changing rooms is strictly forbidden.

The Schools will organise the taking of photographs at all key events at both Schools and these will then be made available on the Schools' website for parents to access.

B. The taking of images (video and stills) by staff from the Schools within the Schools' campuses or on trips organised by the Schools, for use in the Schools' publications, for the purposes of record keeping, marketing, publicity, or to provide copies for parents

On the signing of the School Acceptance Form, parents agree to allow the Schools to take photographs and videos of their children and for these images to be used in the Schools' publicity materials and on the Schools' website.

Section F15 of the Schools' Terms and Conditions reads: *By signing the Acceptance Form or agreeing to these terms and conditions the Parents consent to the School obtaining and using photographs or moving images of the Pupil for:*

- *F15.1 use in the School's promotional material such as the prospectus, the website or social media;*
- *F15.2 press and media purposes;*
- *F15.3 educational purposes as part of the curriculum or extra-curricular activities*

The Schools will ensure that the use of these images is appropriate by adhering to the following guidelines:

- No photograph of a pupil under the age of 11 will be released for publication that includes the pupil's full name; first names only will be used, unless prior written consent from the parent has been given.
- No photos taken at the Schools will be sanctioned for use in media image libraries without prior permission from parents.
- Where parents have expressly asked for their children's images not to be used in the media, the Schools will respect this request absolutely. In situations where parents have expressly asked for their children's images not to be used in the media, Truro Prep and Truro School will try their hardest to include such individuals in each and every activity, however on rare occasions this may not be possible. Parents will be given advanced notice of live streaming events should they wish to withdraw their child.

At the Senior School only Staff may use their own mobile phones or the Schools' mobile phones (with built-in cameras) to take photos or video images in school (or on trips). The photographs and/or footage must be downloaded from the phone onto PHOTOS EXCHANGE on the school network as soon as is possible and then immediately deleted from the original device.

At the Prep School (including EYFS) Staff are not permitted, under any circumstances, to use mobile phones (with in-built cameras) to take photos or video images in school (or on trips) without the express permission of the Head of Prep. Where staff want to take photographs or capture video images either in school or whilst on trips, they should use one of the school cameras, whose content can be downloaded after the event into the school network photo archive as soon as is possible. These cameras are available in the school office or in the Pre-Prep.

Staff should not under any circumstances upload photographs of pupils at school events or on trips (and featuring pupils or any identifying feature that could link the image with the school) to any online public platform (such as Facebook) unless they have been designated to do so. Photographs should be sent to the Marketing Team who will upload the images onto the appropriate platforms.

From time to time the Schools are asked for permission by television companies to film on the Schools' premises. Permission is usually granted where the content is uncontroversial (in the Schools' opinion). This type of filming does not involve any pupils.

Where individual pupils are interviewed for promotional purposes of Truro Prep and Truro School, permission will be sought by the Schools from parents prior to filming.

C. The taking of images at Truro Prep and Truro School by pupils

At the Senior School pupils can bring in and use their phones as cameras only with permission from the leader of the lesson or activity. Pupils are permitted to use their own video recording or motion / sound recording equipment on trips with permission.

At the Prep School, pupils are not permitted to bring their own cameras or any image recording device into school or for use on school trips, unless given permission to do so by a teacher and then only for use in

defined schools activities or lessons. Pupils are not permitted to use mobile phones as cameras (mobiles are not permitted within school or on trips).

Pupils in the EYFS are not allowed to take cameras on trips.

At both the Prep (including EYFS) and Senior Schools, the use of webcams is allowed, but only within structured lessons or activities and under the direct supervision of a member of staff, using school equipment and through the school network.

The use of cameras in dormitories, changing rooms, swimming pools or bedrooms is strictly forbidden and pupils will be briefed of this in the pre-trip briefing by the member of staff in charge of the trip.

D. The use of Photo and video footage to support pupil learning

In the EYFS Learning journeys and Summary PowerPoints are treated as personal data as each journey relates to an individual, identifiable child.

- Where possible, blanket consent is requested from parent and carers for group images and footage to be included in the learning journeys of other children. Parents and carers are given the opportunity to view any images before they are included in any learning journey and are given the option to restrict their consent.
- Parents and carers are reminded not to share, distribute or display these images containing other children without the relevant permission or consent from their parents. These images are not to be shared via social media.
- Parents are encouraged to contribute information to this learning journey, by including some information and photographs, which show what their child enjoys doing at home.
- Learning journeys should remain on site at all times. If learning journeys are taken off site, this is only with prior agreement with the Head of Prep.