

# 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*

Reviewed: September 2018

Amended: November 2018

Date for review: September 2019

Created by: Head of Marketing and Communications, Head of Prep and EYFS Co-ordinator

## **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.

## **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 11(b) of the Schools' Terms and Conditions reads: *We will need to use information relating to your child, and to you, for certain purposes connected with the running of the School. This will include name, contact details, school records, photographs and video recordings, both whilst your child is at the School and after he or she has left for the purposes of:*

- i. managing relationships between the School and current pupils/parents and fulfilling our obligations under the contract with you;*
- ii. promoting the School to prospective pupils/parents*
- iii. publicising the School's activities; and*

*iv. communicating with the school community and the body of former pupils. In respect of (ii), (iii) and (iv), this includes use of such information by the School in/on the School's prospectus (in whatever format or medium it is produced/made available), the School's website(s) and (where appropriate) the School's social media channels. You or your child may object to certain uses of photographs and video recordings of your child in respect of the purposes set out in (ii), (iii), and (iv) above by completing the form available from the Marketing Manager.*

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 either the PHOTOS EXCHANGE folder on the school network or directly onto the MISOCS sports calendar 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 may only make use of their own cameras in exceptional circumstances and with written permission from the Head and in this case, the picture files should be downloaded to the school archive as soon as possible after the event and deleted from their own personal devices.

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.

- The EYFS use a Learning Journey programme called 'Tapestry'. Parents and Class Teacher set this up prior to joining the Nursery and each parent has their own personal password. A separate consent form is used for this (see Appendix A) to give authorisation for group images and footage to be included in the learning journeys of other children.
- 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, videos and photographs, which show what their child enjoys doing at home.

## APPENDIX A

Dear Parents

Thank you for submitting your email address enabling us to set up an online Learning Journey account for your child. Tapestry is a GDPR compliant company using secure servers in the UK to store data; further information regarding the security of tapestry, their GDPR compliance and their Privacy Policy is available via their web site at <https://tapestry.info/gdpr>

We will use Tapestry to record observations, comments and photos to show progress across the Early Years Foundation Stage; this will complement other forms of observing and assessing already in place. You will be able to access your child's Learning Journey from a computer via <https://tapestryjournal.com> or by using the Tapestry App on mobile devices. You will only be able to access this by using the log-in details that will be given to you on receipt of the signed user agreement below. This will only give you access to your own child's Learning Journey; you can change your password if wished once you have accessed the account. Other family members can be given access on your request. The only people in school with access to your child's Learning Journey will be Charlotte Banks (Class Teacher) and Tracey Kemp (Teaching Assistant), who will be responsible for managing the accounts. Others who can view the content are Kate Williams (EYFS Coordinator) and Sarah Patterson (Head). Staff will only be able to log in to the Learning Journeys via a secure log-in pin code.

Many of the most meaningful photographs taken in Nursery show children interacting in group play or activities with peers; we therefore ask that these photos and videos are for your own viewing and not shared publicly or uploaded onto any social media websites. This is in line with our 'Use of Images Policy' (available to view via our web site). Failing to uphold this request will result in suspending your child's online Learning Journey.

We hope that this system will prove to be a positive step in sharing information about your child. As well as viewing our contributions, you will also be able to add comments, photos and video.

Please return the user agreement below to enable Truro Prep School to use Tapestry to record your child's online Learning Journey.

.....

### **Truro Prep School Tapestry Online User Agreement**

**Childs name:**

- I agree to Truro School using Tapestry to create an online learning journey for my child.
- I agree to uphold the school's request not to share or upload any photographs showing other children.
- I agree to my child appearing in group photographs that may be included in other children's Learning Journeys.
- I agree to keep my log in details secure

Parent Name:

Signature:

Parent Name:

Signature: