



Creating, Using, Sharing and Storing Images of Children Policy

1. Ripley Court School is an open and inclusive community that is very proud of the achievements of all of its pupils in their academic, artistic and sporting endeavours. Diversity is celebrated and all our many visitors are given a warm welcome.
2. Parents/guardians are particularly welcome at our concerts, plays and sporting events, as well as to more formal occasions during the school year. The school walls are decorated with examples of pupils' work, team photographs and photographs of trips and expeditions in which pupils have participated. The School makes full use of electronic notice boards inside the school to enhance displays. The School's web site and social media is updated regularly, and all parents are sent regular newsletters to keep them fully abreast with the news of the active Ripley Court School community. Banners, posters and other visual displays are also used for promotional purposes.
3. The School is aware that there are potential risks associated with sharing images of children, especially online. The purpose of this policy is to:
 - Protect children and young people who take part in Ripley Court School's events and activities, specifically those where photographs and videos may be taken;
 - Set out the overarching principles that guide the School's approach to images being taken of children; and
 - Ensure that staff operate in line with our values and within the law when creating, using, sharing and storing images of children.
4. This policy applies to all staff, volunteers and other adults associated with Ripley Court School. It applies to the whole school, including EYFS. **Staff working in the EYFS should be aware of additional requirements set out in the EYFS policy.**

5. The application of Data Protection Laws to taking, using and storing images of Children

- 5.1. Parents/guardians who accept a place for their child at Ripley Court school are asked to sign a consent form agreeing to the school using anonymous photographs of their child and information relating to their achievements for promotional purposes, which may be published in the prospectus or on the web site, as well as displayed within the premises, on banners, posters and other visual displays offsite, and in bulletins sent to the School community. This information is kept on SchoolBase (the School's Management Information System) and Marketing are informed of those children whose images must not be used.
- 5.2. Parents/Guardians also accept that from time to time their children will appear in photographs taken by other parents at the school – such as in a running race, for example. It is extremely difficult to prevent this from happening unless one has a blanket ban on all photography – but these personal records of children's growth and development are very important, and the school therefore does not intend to impose such a ban.
- 5.3. Staff are not allowed to take pictures of children on their own mobile phones.
- 5.4. If, subsequently, parents decide they do not want their child's image to be used, please return the form in Annex A to the School. Please note that the School may be unable to remove images already taken of a child where they have already been used, such as in printed copies of our prospectus which has already been distributed.
- 5.5. Guidance from Keeping Children Safe in Education September 2024 is used to ensure best practice.

6. Use of Images: Displays

6.1. The School will only use images of pupils for the following purposes:

- Internal displays (including clips of moving images) on digital and conventional boards within the school premises.
- Communications with the school community (parents, pupils, staff, Governors, and alumni) via password-protected sections of the school's web site, using internal storage systems on Office365 and through the secure Dropbox account.
- Marketing the school digitally by website, by prospectus (which may include a DVD), by displays at educational fairs and other marketing functions or by other similar means.
- And marketing the school via Social Media and Paid digital advertising.
- For identification at mealtimes or in the sick room and staff room, particularly for those children with medical issues or allergies.

7. Use of Images: Internal Identification

7.1. Children are photographed when they join the school and at regular intervals for the purpose of identification. If we do take such images, these passport-sized photographs will identify the pupil by:

- Name
- Date of birth

7.2. They are securely stored on the school's Management Information system, where access is restricted to academic, pastoral, bursarial and school office staff. Any parent who so requests will be sent a copy of their child's photograph.

8. Images that we use in displays and on our website

8.1. The images that we use for displays and communications purposes never identify an individual pupil. Instead, they name the event, the term and year that the photograph was taken (for example, "First XV rugby team, Autumn Term 2023). We only use images of school activities, such as plays, concerts, sporting fixtures, prize-giving, school trips etc in their proper context. We never knowingly use any image that might embarrass or humiliate a pupil.

8.2. The School only uses images of children in appropriate clothing.

8.3. We avoid taking full body shots of children taking part in activities such as swimming where there may be a heightened risk of images being misused.

8.4. Pupils supervised when professional photographers visit the school, risk assessments are completed and school safeguarding procedures are adhered to. Parents are given the opportunity to purchase copies of these photographs.

9. Storage and Review

9.1. All images are securely stored. Where images are stored on iPads they are protected by a password and PIN. If they are uploaded to a secure drive or YouTube their security is relied upon. Teachers and other members of staff store images on password or PIN protected devices issued by the school. The marketing department store their images on a drive that is only accessible to marketing members of staff.

9.2. Images are reviewed regularly. We frequently check and update our website. Images used for identification are archived as part of the pupil's school record when the child leaves the setting. Images used in displays etc. are retained for educational purposes whilst the child is at the School. Other usages of images (for example, marketing, displays around School etc.) are retained for, and used in line with, the active informed consent, captured at the outset of using the photograph. (Further information can also be found in the Schools Privacy Policy.

10. Media Coverage

- 10.1. When the press attends Ripley Court, we notify parents in writing. Where other schools may host events with media coverage we have little control over these. However, if any image from one of these events is misused, we shall immediately discontinue that fixture and work with the other School and media outlet to resolve the situation as far as is practicable.
- 10.2. Complaints and concerns are raised to the Independent Press Standards Organisation (IPSO) where the media fails to follow the appropriate code of practice for the protection of young people.

11. Staff

- 11.1. All new staff are given guidance on this policy during induction. Staff are not permitted to take photographs of children on their own personal mobile phone but may use a School iPad or a School mobile phone. The Marketing Department will take many photos of activities around the school site using the School camera or a school mobile phone. Other staff can use this camera or the mobile phone but must follow the procedure outlined below: (The marketing phone is purely used as a camera and does not contain a sim card)
- Sign out the camera/mobile phone from a member of the Marketing Department.
 - Use it to photograph children in a lesson, on a trip or other activity.
 - Return the camera/mobile phone to a member of the Marketing Department.
 - The Marketing Department will download and securely store the photos
 - The Marketing Department will then delete the photos from the camera.

12. Use of Cameras and Recording Equipment by Parents/Guardians

- 12.1. Parents/Guardians are welcome to take photographs and videos of their own children taking part in 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. No photographs are to be taken at swimming events. We ask parents not to take photographs of other pupils on their own devices, without the prior agreement of that child's parents.
- 12.2. Parents are also reminded that copyright issues may prevent us from permitting the filming or recording of some plays and concerts.
- 12.3. We record many plays and concerts professionally (not just those where copyright applies). Copies of the DVDs and CDs are available for parents to purchase.
- 12.4. Parents are requested not to use photographs of other people's children on any social media, such as Facebook, YouTube, Instagram or similar, and are advised to be very cautious with the use of their own family's pictures too.

13. Treating others with respect

- 13.1. Everyone has a right to feel secure and to be treated with respect. Harassment and bullying will not be tolerated. Our Anti-bullying policy is available on the School website and upon request. The school is strongly committed to promoting equal opportunities for all, regardless of protected characteristics.¹
- 13.2. All pupils are encouraged to look after each other, and to report any concerns about the misuse of technology, or any worrying issue to a member of the pastoral staff.
- 13.3. Staff and parents will follow the School's Safeguarding and Child Protection Policy.
- 13.4. The use of mobile phones is not allowed in classrooms or washing and changing areas, nor should photography be used in a manner that may offend or cause upset. The misuse of cameras any image recording device in a way that breaches our Anti-Bullying Policy, ICT and Acceptable Usage Policy, and our Safeguarding and Child Protection Policy, or brings harm upon another or brings the School's name into disrepute is always taken seriously and may be the subject of disciplinary procedures.

Compiled by: Designated Safeguarding Lead	Revision Number: 6 (Autumn Term 2025)
Approved by: Headmaster	Next Revision date: Autumn Term 2026

Annex:

- A. Consent/Withdrawal form for photographic images of children.

¹ Protected Characteristics as defined by the Equality Act 2010 are age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

ANNEX A

CONSENT/WITHDRAWAL FORM:

PHOTOGRAPHY AND USE OF IMAGES OR RECORDINGS OF CHILDREN

Name of child (Block Capitals):	
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We/I have read the school's policy on taking, using and storing of images of children, and we/I agree that:

The school may use our child's image/recording on internal display boards (both digital and conventional) within the school.	Yes/No (please indicate)
The school may use our child's image in material that is sent both electronically & by paper to the school community (parents, pupils, staff, Governors & alumni).	Yes/No (please indicate)
The school may use our child's image in printed material that is sent to prospective parents.	Yes/No (please indicate)
The school may use our child's image/recording on its web site and on marketing material.	Yes/No (please indicate)

This Consent Form is valid for:

The duration of our child's time at the School	Yes/No (please indicate)
Some shorter time – please specify	

- We/I understand that the school will always try to contact us in advance when a visit by the media is expected.
- We/I understand that we/I may revoke or amend this consent at any time by giving written notice to the school.
- We/I agree to adhere to the school's guidelines for the private use of cameras and recording equipment.

(Signature of Parent or Guardian).....

Print Name.....

Date

This form should be returned to Tracey Mangold, Marketing