

St Oliver's Special School



Policy for the Safe Use of Photographs and Videos

This policy was formulated in accordance with current Data Protection Legislation and Child Protection Guidelines

When publishing images in school publicity materials, on the school website and in the press the school must comply with the requirements of:

- General Data Protection Regulation (GDPR)
- Data Protection (Amendment) Act 2003
- Video Recordings Act 2010 (and 1989)

St. Oliver's Special School seeks to help the children to grow and develop into healthy, confident, mature adults, capable of realising their full potential.

We want our school to provide a safe, friendly, effective and stimulating educational environment where the principals of respect, truth, fairness and equality are promoted. It is based on respect for oneself and for others and for the world in which we live.

Aims

1. To ensure that the right to privacy of children, staff and parents is respected
2. To ensure that all photographs published are in keeping with the school Child Safeguarding Statement and Data Protection Policy
3. To ensure all photographs published are in keeping with the school ethos.
4. To add colour, life and interest to articles promoting school activities and initiatives.
5. To help parents and the local community to identify and celebrate the schools' achievements.
6. To increase pupil motivation
7. To promote a sense of community spirit within the school

Guidelines for Taking Photographs

- Each classroom is equipped with an iPad
- Staff are permitted to take digital/video images on school equipment, to support educational aims e.g. for classroom displays or projects, school website, school newsletter, individual scrapbooks or ASDAN portfolio, and for assessment purposes.
- Photographs should be stored securely and used only by those authorised to do so
- Staff should ensure that image files are appropriately named and will not use students' names in image file names

- When taking digital/ video images teachers and SNA's should ensure that the students are appropriately dressed and are not participating in activities that might bring the individual or the school into disrepute
- Digital images/ video images should not be manipulated or amended, for example, using a "cut & paste" facility. However it is acceptable to crop an image.
- Students must not take, use, share or publish images of others without consent
- All student photographs are stored on the school hard drive. Each student has an individual file, where all individual photographs are stores securely.

Guidelines for Publishing Photographs on the school website

- School Authorities at enrolment will seek the consent of parents regarding the use of pupil images on the School Website.
- Parent consent forms will be retained by the school in individual pupil files
- A class record of parental consent/ non consent will be supplied to all class teachers in September of each year
- Parents may at any time withdraw their consent/ non consent for the use of pupil images and digital recordings in school publicity materials, on the school website and in the press. Any such request must be made in writing to the school Principal.
- Photographs of pupils or staff should not be published on the school website after they leave the school, without their consent.
- Pictures to be published on the school's website, or elsewhere, which include pupils will be selected carefully and will comply with good practice guidance on image use
- When publishing digital images/ video images on the school website teachers should be mindful of the way pupils and staff may appear. Digital Images/ video images which are likely to cause embarrassment to a pupil or staff member, now or at a future date, should not be published on the school website.
- Pictures to be published on the school's website should try to focus on group activities, rather than photos of individual children where possible.
- Personal details (including the full name) of any child or adult in a photograph will not be used in association with the photograph (including in the accompanying text or the photograph caption).
- If the full name of a pupil is used in a text published on the school website, a photograph of that child will not be used to accompany the article.
- Where photographs are taken at an event attended by a large crowd e.g. during the School Graduation or at a sporting event, this is regarded as a public area so it is not necessary to get the permission of everyone in a crowd shot before publishing the image on the school website

Guidelines for Taking Photographs at School Events

It is up to school management to decide if they are to allow videos or photographs to be taken by parents during school events such as School Concerts.

Parents are not required to comply with the Data Protection Act when taking photographs of their children, for their own private use, at an organised event.

When hosting a school event where parents are permitted to take photographs or videos the school will:

- Make it clear that any images taken must be for private use only
- Inform parents that Data Protection legislation may be contravened if photographs or videos taken at a school event are placed on the internet

An announcement will be made at the start of events to provide guidance for parents.

Guidelines for taking photographs at events hosted by a third party.

When an event is hosted by a third party, it is up to the host to decide if they wish to allow parents to take videos or photographs at the event.

The organisers of the event should explain to parents and/or staff how images taken by the organisers are to be processed, the purpose for which they will be used, and get any necessary consent e.g. permission to publish images on a website.

Images taken on behalf of the school

On occasion, official commercial video films of children may be recorded e.g. videos of school concerts. The school also arranges for a professional photographer to take class photographs and individual pupil photographs.

Where a commercial photographer is used, the following guidelines apply:

- Commercial video films may only be recorded or professional pupil photographs taken with the permission of the School Board of Management.
- Commercial photographers will be required to comply with Data Protection Legislation.
- The school will inform parents that a commercial photographer will be in attendance in school or at an event
- The school will inform parents of the purpose of taking the commercial digital/ video images and how the digital/ video images will be used.
- The school will ensure that pupils are fully supervised by a teacher at all times while the commercial/ professional photographer is present.

The Press

The use of photographs in newspapers and magazines is already subject to strict guidelines through the Code of Practice of the Press Council of Ireland.

- Press photographers should get the permission of the school principal before approaching pupils in the school to take photographs.
- The school will ensure that pupils are fully supervised by a teacher while a press photographer is present.
- The Press is exempt from the Data Protection Act, but they have to consider parental wishes if they are allowed to take photographs from which a child can be identified.
- St. Oliver's Special School will seek parental consent before providing names of children to accompany photographs published in newspapers and magazines.

Re-use of Images

- Photographs or videos published on school publicity material and/or the school website may not be copied and/or re-used by staff, parents or others for any purpose other than that for which they were intended without consent.
- Data Protection legislation may be contravened if photographs or videos published on school publicity material and/or the school website are copied and/or re-published for any purpose other than that for which they were intended without consent.

Concerns

If parents have any concerns about inappropriate or intrusive photography at a school event they should report their concerns to the School Principal (or to a Staff member if the Principal is not present)

If a parent or child wishes to have a photograph removed from the school website, school display etc. at any time, they should contact the school Principal.

When a press image has been captured, the data controller for that image is the media concerned and not the school. Therefore parents will need to make any objections to that organisation and not the school.

Concerns regarding a breach of Data Protection Legislation should be reported to the Data Protection Commissioner.

Success Criteria

1. Photographs are published in school publicity materials, on the school website and in the press in accordance with this policy
2. Parent Consent forms are collected and retained in individual pupil files
3. The aims set out will be fulfilled
4. Positive feedback will be received from pupils, staff members, parents and the wider community.

Review:

The Board of Management will review its Policy on the Safe Use of Photographs on a bi-annual basis.

Ratification and Communication:

This policy was ratified by the Board of Management on _____. The policy will be made available to all school staff and to parents/guardians of children in the school on request. The policy will also be make available on the school website.

Signed: _____ Date: _____

Chairperson, Board of Management

Signed: _____ Date: _____

Principal

Date of review: _____

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