



# Images of Children Policy

**Policy Owner: Sandeep Athwal**

Full Name	Position	Signature	Date	Review Cycle
Sandeep Athwal	Director		01.04.2024	Annual



## **Mission Statement**

The School of Coding AEP Limited is a safe, well ordered and caring environment for learning. It delivers high-quality education to all its AEP students and supports them to develop their individual potential for growth, self-worth, and self-control.

High-quality outstanding teaching and clear and consistent guidance and support facilitate AEP students in succeeding in education. Our broad and balanced academic and vocational curriculum will provide AEP students with access to a broad range of accredited qualifications as well as educational and social experiences, which will address their learning and emotional needs. Our purpose is to support every AEP student to develop their true potential, make positive contributions to their families, and find fulfilment in employment.

## **Values**

1. Alternative Provision allows educators to make reasonable adjustments for individual students' needs.
2. Learning is about a journey and there is more than one way to get to the destination
3. Qualifications, manners, respect and opportunity should be the foundations for all students.

High Expectations– AEP students are pushed to achieve beyond their potential, and staff work to ensure everything that we do is better than people expect.

Daring to Dream – at School of Coding AEP Limited we challenge students to reach their potential and go on to further education and employment.

Traditional Values – some things often get forgotten in education, at School of Coding AEP Limited we pride ourselves on mutual respect, good manners, making a positive contribution, supporting one another and an orderly, litter free environment

Success – can come in many virtues, at School of Coding AEP Limited we celebrate the small steps every day and tell students when they are doing well. We ensure that AEP students can have a successful future.

Personalised Support - all students at School of Coding AEP Limited have a tutor who guides them, sets them bespoke targets and supports them in making social and academic progress.



This document provides guidance on the appropriate use of images of children at School of Coding AEP Limited. It covers still, video and electronic photographic images wherever they are used. The guidance is for staff who wish to use images of students at School of Coding AEP Limited.

There are many occasions when staff and parents/guardians will want to take photographs of children. Such occasions include everything from observation, evidence, assessment and curricular purposes in the classroom to award ceremonies, performances, trips and supporting events as part of the extended activities programme. The intention of this document is to set out clear guidelines which will balance the use of photography as a source of pleasure and pride with the need to safeguard children and protect the rights of the individual.

This guidance sets out to ensure that:

- Images are only used for the purpose intended
- School's use of images is facilitated
- Personal family photography is allowed where possible
- Individual rights are respected and child protection issues considered
- Parents/carers and children are given the right to opt out

#### Definition

The term 'images' refers to photographic prints or slides, digital images, videos or moving images. Images may be distributed via print, DVDs, the internet or other technologies.

#### Legal Framework

This policy is informed by:

- The Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- Safeguarding and Child Protection guidelines
- The Education Act 2011

#### Consent and Permissions

- Written consent is required from the parent, carer, or guardian before any image of a child is captured, stored, or used. This consent is obtained at the start of each academic year or upon a student's enrollment.
- Separate consent is sought for different uses of images, including:
  - School website and social media platforms
  - Promotional materials (brochures, flyers, etc.)



- Internal displays (bulletin boards, posters)
- News media coverage
- Parents and guardians are provided clear, detailed information on how the images will be used and their rights to withdraw consent at any time.

### **Capturing Images**

- Photographs or videos are only taken by staff members using school-provided equipment. Personal devices are strictly prohibited for capturing images of students.
- Images should only be taken for legitimate educational, promotional, or safeguarding reasons and should respect the dignity and privacy of each child.
- Group photos are preferred over individual images to minimise identification risks.
- Staff must ensure that children are appropriately dressed and that images are taken in a respectful manner that does not infringe on their personal rights.

### **Storage and Access**

- Images are stored securely in password-protected folders accessible only by authorised personnel.
- Images retained for educational or promotional purposes are reviewed periodically to ensure they remain relevant and necessary. Obsolete images are deleted.
- All storage systems comply with UK GDPR data protection standards, ensuring the confidentiality and integrity of students' data.

### **Use and Distribution**

- Images are only used for the specific purposes outlined in the consent form.
- If images are used online (e.g., school website or social media), no full names, personal details, or identifiable information are displayed alongside the images unless explicit consent has been obtained.
- Images shared with third parties (such as media outlets) are done so under strict conditions, ensuring that safeguarding and data protection protocols are adhered to.

### **Monitoring and Compliance**

- Regular audits are conducted to ensure compliance with this policy.
- Any breaches of this policy, including unauthorised use or sharing of images, are treated as serious offences and will result in disciplinary action.

### **Parental and Student Rights**

- Parents, guardians, and students have the right to withdraw consent at any time without reason. Upon withdrawal, all relevant images will be deleted.
- Parents have the right to request to view any image of their child that is held by the school.



- The school will provide clear guidelines to parents and visitors attending school events regarding their own use of photography and videography, encouraging respectful and limited sharing in public or online spaces.

### **Ownership**

- Human Rights legislation and the General Data Protection Regulation (GDPR) give people rights and it is the right to 'privacy' that is the issue when using photographs. We will take steps that respect the rights of people in photographs.
- The Copyright, Designs and Patent Acts 1988 moved the ownership of copyright to the photographer (or their employer) and away from the person commissioning and paying for the photographs, unless there is an agreement otherwise.

### **Policy Review**

This policy is reviewed annually to reflect changes in legislation, technology, and safeguarding practices. All changes are communicated to parents, staff, and stakeholders.