

NEW RIVER COLLEGE
IMAGES OF CHILDREN POLICY



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Introduction

Sadly it is a feature of our society that images of children can be misused and that individuals exist in society that are seeking ways to gain access to children in order to do them harm. Photographic or video images are also covered under the Data Protection act, where they are classified as sensitive data, and the storage and use of images must be managed carefully. This policy has been prepared to help prevent misuse of images, to protect children from any accidental exposure to harm and to ensure that images are managed correctly under the data protection act.

Statement of Intent

New River College is committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. Our intent is that no child should be put at risk of harm or bullying by the public use of images of the child.

Management of Images

All images will be stored on secure storage medium that is not accessible to students or those without authority to use the images.

No image will be stored or used without authority from the parent or guardian. If a parent or guardian subsequently objects to the use of an image, its use will be stopped as soon as is practicably possible.

Images will only be used for the purposes for which they were taken, as defined in this policy.

Images that are no longer required will be removed and securely destroyed.

Any images stored for a considerable length of time will be reviewed to ensure that it is still relevant and necessary to store.

No images will be transferred to any other organisation or individual, except for specific use as defined by this policy or as agreed with the parent or guardian.

Parents and Guardians have a right to view a copy of any images of their child, but not of any other children.

Use of Images

Images for college publications and promotion:

- NRC will only take and use images that are appropriate and are considered to not be open to misuse.
- If an image of a child is used, the child's name will not be published. If a name is published, no image will be used without consent.
- When specific images are taken, the children involved will be made aware of why their picture is being taken and how it will be used.
- Children will be given the option to not have their image used if they are the sole focus of the picture.
- Children and parents will be encouraged to recognise the value of group photographs or recordings of NRC events.
- Images of children from the college will not be used to illustrate controversial subjects.

Filming:

- Parents, friends and family members can take images of their child and friends participating in college activities for family and personal use.
- Parents are allowed to film college events – sports days, fetes and NRC plays in a designated area so that the performance is not disturbed.

Images for the college website:

- NRC website is part of the internet and are more easily accessible than paper based college publications. NRC will make sure that only appropriate images are used. Image filenames will avoid using children's names.

Webcams:

- Webcams are a useful tool for learning. They can allow an individual or class to interact over the internet with others and support links between pupils in different schools, countries and cultures.
- A webcam will only be used in appropriate circumstances such as a normal class setting.
- Both children and teachers will be made aware of when a webcam is in use.

CCTV:

- NRC uses CCTV in some areas of school property as a security measure.
- Cameras will only be used in appropriate areas and there is clear signage indicating where it is in operation.

Camera Phones:

- Camera phones are becoming increasingly popular with children but can be misused. Camera phones are less easily visible and can be used to bully or take inappropriate images.
- If it is found that a camera phone has been misused NRC will follow its usual disciplinary procedures.

Please note that images taken by the media are not covered by this policy