

## Use of Images Policy For Children at Truro School (EYFS to Upper Sixth)

*A copy of this policy is published on the School's website*

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Reviewed by: Head of Prep and EYFS Coordinator, Deputy Head Pastoral, Head of Marketing and Communications

### **A. The taking of images by parents**

Parents, legal guardians and family members may take photographs at school events, within the school grounds, or when accompanying pupils on trips, but photographs that contain other children Must not be shared on any online public platform or via any public printed materials.

This message will be regularly transmitted to the school community.

Staff will challenge unknown adults on the school site. All visitors should have signed in and no visitor should be taking photographs without the School's permission.

The use of cameras in swimming pools and changing rooms is strictly forbidden.

The school will organise the taking of photographs at all key events and these will then be made available on the school website for parents to access.

### **B. The taking of images by Truro School**

On the signing of the School Acceptance Form, parents agree to allow Truro School staff, or professionals contracted by the school, to take images (photographs and videos) of their children and for these images to be used in the school's publicity materials and on the school website.

Section 11 b of the School's Terms and Conditions outlines:

*the circumstances in which the school will use photographs or moving images of the Pupil for:*

- *11b (ii) use in the School's promotional material such as the prospectus, the website or social media channels*
- *11b (iii) press and media purposes and educational purposes as part of the curriculum or extracurricular activities*
- *11 b (iv) for communicating with the school community and the body of former pupils*

Truro School will ensure that the use of these images is appropriate by adhering to the following guidelines:

- No photograph of a pupil 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.
- In large scale events, competitions or tournaments, the organisers may ask the Head for permission to use images of our pupils for publicity related to that event. The Head can give consent on behalf of the parents under 11 b (ii) to (iv) above.
- No photos taken at the school will be sanctioned for use in media image libraries without prior permission from parents (with the exception outlined above).
- Where parents have expressly asked for their children's images not to be used in the media, (via the opt out form available from the Head of Marketing) the school will respect this request absolutely. In situations where parents have expressly asked for their children's images not to be used in the media, staff 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 Prep School (including EYFS)**

Staff are not permitted, under any circumstances, to use mobile phones or personal devices (with in-built cameras) to take photos or video images in school (or on trips) without the express permission of the Head of Prep or EYFS Coordinator. Where staff wish to take photographs or capture video images either in school or whilst on trips, they must use one of the school cameras or tablet devices, whose content should be downloaded after the event into the school network photo archive as soon as is possible. These cameras/tablets are available in the school office or in the Pre-Prep. [Use of mobile phones and devices in EYFS policy](#)

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 or social media site unless they have been designated to do so by the Head of Marketing or a member of the Truro School Leadership Team . Photographs should be sent to the Marketing Team who will upload the images onto the appropriate platforms.

### **At the Senior School**

Staff may use their own mobile phones, cameras or tablet devices, or the school's mobile phones, cameras or tablet devices to take photos or video images in school or on trips. The photographs and/or footage must be downloaded from the device onto PHOTOS EXCHANGE, another folder on the school network, or school OneDrive folders as soon as is possible and then immediately deleted from the original device.

In regard to remote learning, teachers will have their camera on to meet, greet and register pupils as they arrive to the live lessons. Teachers will encourage their pupils to switch their camera on to register. For the remainder of the live lesson, the teacher will use their professional judgement as to whether it is beneficial for cameras to remain on or be switched off. If a teacher is sharing their screen, it is not possible for the

pupils to see the teacher or for the teacher to see the pupils. Teachers will not use cameras in one to one mentor sessions in online appointments.

### **At the Prep and Senior Schools**

From time to time the school is asked for permission by television companies to film on the premises. Permission is usually granted where the content is uncontroversial (in the School's opinion). This type of filming does not usually involve any pupils. Where individual pupils are requested to be filmed or interviewed by companies not contracted by Truro School, permission will be sought from parents prior to filming.

## **C. The taking of images by pupils**

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### **At the Prep School (including EYFS)**

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 school activities or lessons. Pupils are not permitted to use mobile phones or devices as cameras (mobiles are not permitted within school or on trips).

Pupils in the EYFS are not allowed to take cameras or devices of any kind on trips.

### **At the Senior School**

Pupils can bring in and use cameras, tablet devices, or 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 (including EYFS) and Senior School**

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**

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In the EYFS Tapestry Learning Journeys are treated as personal data as each journey relates to an individual, identifiable child.

- Where possible, blanket consent is requested from parent and carers 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 on-line learning journey, by including some information and photographs, which show what their child enjoys doing at home.