

Media Policy

Policy

The Trust is obliged to comply with the Data Protection Act 2018 when it takes or publishes photographs, or other recorded images, of its students. The School will always try to act in the best interest of the students and, as far as it legally can, it will take parental preferences into account.

For simplicity all references to images in whatever visual medium are referred to as photographs.

The Data Protection Act gives young people rights over their own data when they are considered to have adequate capacity to understand - age 13. At Sutton Grammar we would expect all our students to reach this level of understanding by Year 8. For this reason, it will normally be up to the individual student to decide whether or not to be photographed. Where the School considers that the student does not have the capacity to make such a decision the School will act as it considers to be in the best interests of the student and in doing so will take account of any stated parental preference.

If you wish to express a preference for the School to avoid taking or publishing photographs of your child in certain circumstances then please indicate your preferences using the attached form. If no preferences are expressed then we will act in accordance with the principles expressed in this policy.

Photographs for Internal Use

- The School will take photographs for its own use. Usually these will be unnamed photographs and will generally be for internal school use but may also include photographs for publication, such as photos for the prospectus, or to show as slides at an event for parents. Unnamed photographs may also be used on display boards which can be seen by visitors to the school.
- When the photograph is taken, the students will be informed that a photograph is being taken and told what it is for so that they can object if they wish.
- If the School wants to use named photographs then it will obtain specific consent first. For most students this will be the student's consent as explained above but parental wishes will be taken into account.

Media Use

- The School will give proper consideration to the interests of its students when deciding whether to allow external organisations to take photographs.
- When the Media are allowed to be present in school or at school events, this will be on the condition that they observe this policy.
- Where the Media are allowed to be present at a particular event the school will make sure that students and their parents or carers are informed of the media presence. If no objection is received, then the School will assume that unnamed photographs may be published.

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- If the Media entity wants to publish named photographs then they must obtain specific consent from those students with capacity to consent or the parents of those without capacity. The School will require the media entity to check with the School before publication so that the School can check that any objections have been taken into account.

Family Photographs at School Events

- It shall be at the discretion of the School whether photographs may be taken at a school event.
- Taking photographs for the family album by family and friends is not covered by Data Protection legislation.
- Where the Trust decides to allow such photography, the family and friends will be asked not to publish any photographs showing children other than their own on the internet including any form of social media.

The forms attached to this policy will be used to seek the consent of students or the preferences of parents/guardians.

SUTTON GRAMMAR SCHOOL TRUST

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Student Consent to the use of photographic and other media images

Name of Student _____

Form _____

Please tick all those which apply:

I consent to unnamed copies of my image being used within the School.

I consent to the use of my image for wider publication by the School:

School prospectus and similar information

School websites

Display boards

I consent to named copies of my image being used within the School.

I consent to the use of my name being attached to my image in:

School prospectus and similar information

School websites

Display boards

External media including websites, newspapers and broadcast media but excluding all forms of social media.

You may not use my image in any circumstances.

I require you to seek specific consent for the use of my image.

Signed: _____

PRINT NAME: _____

Date: _____

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Expression of Parental Preferences

Name of Student _____

Please tick any that apply:

Unnamed Photographs:

- I would prefer that unnamed photographs of my child are not used in school.
- I would prefer that unnamed photographs of my child are not used for school use for wider publication:
 - School prospectus and similar information
 - School website
 - Display boards
- I would prefer that an unnamed photograph of my child does not appear in any external publication.

Named Photographs:

- I would prefer that named photographs of my child are not used in school.
- I would prefer that named photographs of my child are not used in any school publication.
- I would prefer that named photographs of my child are not used on the school website.
- I would prefer that named photographs of my child do not appear in any external non-school publication.

I understand that the School will try to take my preferences into account but that the School must comply with Data Protection Act 2018 which will give my child rights in his / her own data when he / she has adequate capacity and understanding to make decisions about the publication of his / her photographs for him / herself.

Signed: _____

PRINT NAME: _____

Relationship to student: _____