St Simon Stock Catholic School

Digital Media Policy

St Simon Stock Catholic School roots its ethos on the motto: *labora cum amore*, work with love.
Our Carmelite Charism is embedded in our house system, school virtues and values.

We are a community of **love**, called to develop our Catholic **faith** and instil **hope** in our pupils.
We strive for the highest academic and personal **attainment**, build a culture of **appreciation** of others, and encourage **reflective** learning and wellbeing.

We call our pupils to be **ready** at all times, take **responsibility** for their own learning, and behave **respectfully** to others.
We strive to make life at our school loving and welcoming from whenever they start to wherever their journey leads them.

Author: Headteacher, Mrs Denny

Owner: Mrs Lamberth, Deputy Headteacher – Behaviour and Attitudes

Type of policy: School Policy

Approval: Local Governance Committee

Date of last review: April 2026

Date of next review: April 2027

Digital media is used to evidence, celebrate and promote learning. St Simon Stock Catholic School acknowledges that whilst there are risks to taking, publishing and using digital media it should not hinder activities. The school ensures that all use of digital media is compliant with safeguarding requirements, UK GDPR, the Data Protection Act 2018 and relevant DfE guidance, including Keeping Children Safe in Education.

Official use of Images/Videos of Pupils by the School or for Official Purposes

- All images taken by the school will be used in a manner respectful of the eight Data Protection principles.
- All processing of images and videos will be lawful, fair and transparent, and limited to specified educational or promotional purposes.
- Written parental consent will be sought to take and use photographs offsite for professional, marketing and training purposes. This may be in addition to parental permission sought for onsite images.
- Consent will be recorded, stored securely and may be withdrawn at any time in line with data protection requirements.
- Images or videos that include pupils will be selected carefully when published and children's full names will not be used in association with photographs.
- Where appropriate, additional steps will be taken to minimise identification risks (e.g avoiding use of names, locations or identifiable details).
- All members of staff (including volunteers) will ensure that all images are available for scrutiny and will be able to justify any images in their possession.
- Only official school owned equipment (e.g. work provided digital or video cameras) will be used by staff to capture images of children for official purposes. Use of staff personal cameras is prohibited at all times.
- All images and videos will be stored securely on school systems and not on personal devices, in line with the school's data security procedures.
- The school will discuss the use of images with children and young people in an age appropriate way.
- Images will not be taken of any child or young person against their wishes. A child or young person's right not to be photographed is to be respected.
- Photography is not permitted in sensitive areas such as changing rooms or toilets.
- Parental consent will be obtained before webcams will be used within the school environment for curriculum or educational purposes.
- The school reserves the right to use, store or remove images where required for safeguarding, legal or operational reasons.

Use of Photos/Videos by Parents/Carers

- Parents/carers are permitted to take photographs or videos of events for private use only.
- Parents/carers must not share images or videos on social media or other online platforms where other pupils can be identified without appropriate consent.
- Parents/Carers are only permitted to take or make recordings within designated areas of the school. Photography is not permitted in sensitive areas such as changing rooms or toilets.
- The opportunity for parents/carers to take photographs and videos is reserved by the school.
- Parents/carers who use photographic equipment must be mindful of others when making and taking images.
- The school may restrict or prohibit photography at events where there are safeguarding concerns.
- The identity of any press/professional photographers will be verified and access will only be permitted where the event is planned. No authorisation will be given to unscheduled visits by the press under any circumstances.
- Any concerns regarding inappropriate use of images by parents/carers will be addressed in line with safeguarding procedures.

Use of Photos/Videos by Pupils

- The school will discuss and agree age-appropriate acceptable use rules with children regarding the appropriate use of cameras.
- The use of non-school provided devices e.g. mobile phones, children's own digital cameras, is covered in the e-Safety Policy and Mobile Phone Policy and Portable Device Code of Conduct.
- All staff will ensure that children are appropriately supervised when taking images for curriculum use.
- Still and video cameras provided for use by children and the images themselves will not be removed from the school.
- Pupils must not share, upload or distribute images of other Pupils or staff without permission/consent.
- Any misuse of digital media by Pupils will be dealt with in line with the Behaviour Policy and safeguarding procedures.

Use of Closed-Circuit Television (CCTV)

- All areas which are covered by CCTV will be well signposted.
- CCTV systems are used for the purposes of safeguarding, security and crime prevention in accordance with data protection legislation.
- Recordings will be retained for a limited time period only.
- Retention periods will be defined and monitored in line with the school's data retention schedule.
- If cameras record activities taking place on the premises which are of a criminal nature or give any cause for concern, then information will be referred to the appropriate agency.
- Access to CCTV footage will be restricted to authorised personnel only and handled in accordance with UK GDPR requirements.