

# LYCÉE INTERNATIONAL DE LONDRES

## WINSTON CHURCHILL

(The “School”)

### Policy #29: Taking, Storing and Using Images of Children

#### **Mission**

Through a rigorous, bilingual programme and innovative methods, we educate pupils to become responsible, creative, and principled global citizens. We teach them to think critically and act ethically, to form and express their own opinions and respect those of others, to define their own life goals, and to make sense of and embrace change.

Our values are excellence, creativity, integrity, awareness and community.

In support of these aims and values we are committed to ensuring the following:

#### **Introduction**

- This Policy is intended to provide information to students and their parents / carers or guardians (referred to in this policy as "parents") about how images of students are normally used by Lycée International de Londres Winston Churchill. It also covers the school's approach to the use of cameras and filming equipment at school events and on school premises by parents and students themselves, and the media.
- It applies in addition to the school's terms and conditions and privacy notice, and any other information the school may provide about a particular use of student images, including e.g. signage about the use of CCTV; and more general information about use of students' personal data, e.g. the school's Privacy Notice.

#### **1. General Information**

- Certain uses of images are necessary for the ordinary running of the school; other uses are in the legitimate interests of the school and its community and unlikely to cause any negative impact on children. The school is entitled lawfully to process such images and take decisions about how to use them, subject to any reasonable objections raised.
- Parents who accept a place for their child at the school are invited to indicate/agree to the school using images of their child when completing the registration file on Eduka. Parental agreement will be required at the start of each academic year for returning students. However, parents should be aware that certain uses of their child's images may be necessary or unavoidable (for example if they are included incidentally in CCTV or a photograph).
- We hope parents will feel able to support the school in using student images to celebrate the achievements of students, sporting and academic; to promote the work of the school; and for important administrative purposes such as identification and security.
- Parents who wish to limit or modify their agreement to the use of images of a student for whom they are responsible should contact the Head of People & Outreach: [headoutreach@lyceeinternational.london](mailto:headoutreach@lyceeinternational.london). The School will respect the wishes of parents/carers and students themselves (if over 13 years of age) wherever reasonably possible, and in accordance with this policy.
- Parents should be aware that, from around the age of 13 and upwards, the law recognises students' own rights to have a say in how their personal information is used - including images.

## **2. Use of student Images in School Publications**

- Unless the relevant student or his or her parent has requested otherwise, the school will use images of its students to keep the school community updated on the activities of the school, and for marketing and promotional purposes, including:
  - On internal displays (including clips of moving images) on digital and conventional notice boards within the school premises;

- In communications with the school community (parents, students, staff, Governors and alumni) including by email, on the school portals and by post;
  - On the school's website and, where appropriate, via the school's social media channels, e.g. Twitter, Instagram, Facebook, Tiktok, LinkedIn and Youtube channel. Such images would not normally be accompanied by the student's full name without permission;
  - In the school's brochures, and in online, press and other external advertisements for the school such as banners and TFL campaigns. Such external advertising would not normally include students' names and in some circumstances the school will seek the parent or student's specific consent, depending on the nature of the image or the use.
- The source of these images will predominantly be the school's staff (who are subject to policies and rules in how and when to take such images), or a professional photographer used for marketing and promotional purposes, or occasionally students. The school will only use images of students in suitable dress and the images will be stored securely and centrally.
  - Audio or visual recordings and photographs of your child may also be used for the above mentioned purposes after they have left Lycée International de Londres Winston Churchill for a period not exceeding three years.
  - If you would like us to remove any specific audio, visual recording or photograph of your child from an existing school publication, school website or display, please write to: [headoutreach@lyceeinternational.london](mailto:headoutreach@lyceeinternational.london) Cc. [headoffice@lyceeinternational.london](mailto:headoffice@lyceeinternational.london) and your consent can be withdrawn at any time.

### **3. Use of student Images for Identification and Security**

- All students are photographed on entering the school each year for the purposes of internal identification. These photographs identify the student by name and year group.
- CCTV is in use on school premises, and will sometimes capture images of students. Images captured on the School's CCTV system are used in accordance with the Privacy Notice and CCTV Policy.

#### **4. Use of student Images in the Media**

- Where practicably possible, the school will always notify parents in advance when the media is expected to attend an event or school activity in which school students are participating, and will make every reasonable effort to ensure that any student whose parent or carer has refused permission for images of that student, or themselves, to be made in these circumstances are not photographed or filmed by the media, nor such images provided for media purposes.
- Should the media ask for the names of the relevant students to go alongside the images, only first names would be provided.

#### **5. Security of student Images**

- Professional photographers and the media are accompanied at all times by a member of staff when on school premises. The school uses only reputable professional photographers and makes every effort to ensure that any images of students are held by them securely, responsibly and in accordance with the school's instructions.
- The school takes appropriate technical and organisational security measures to ensure that images of students held by the school are kept securely on school systems, and protected from loss or misuse. The school will take reasonable steps to ensure that members of staff only have access to images of students held by the school where it is necessary for them to do so.
- All staff are given guidance on the school's Policy on Taking, Storing and Using Images of students, and on the importance of ensuring that images of students are made and used responsibly, only for school purposes, and in accordance with school policies and the law.

#### **6. Use of Cameras and Filming Equipment (including mobile phones) by Parents**

- Parents/carers or close family members (hereafter, parents) are welcome to take photographs of (and where appropriate, film) their own children taking part in school events, subject to the following guidelines, which the school expects all parents to follow:
  - When an event is held indoors, such as a play or a concert, parents should be mindful of the need to use their cameras and filming devices with consideration and courtesy for cast members or performers on stage and the comfort of others. Flash photography

can disturb others in the audience, or even cause distress for those with medical conditions; the school therefore asks that it is not used at indoor events.

- Parents are asked not to take photographs of other students, except incidentally as part of a group shot, without the prior agreement of that student's parents;
  - Parents are reminded that such images are for personal use only. Images which may, expressly or not, identify other students should not be made accessible to others via the internet (for example on Facebook), or published in any other way;
  - Parents are reminded that copyright issues may prevent the school from permitting the filming or recording of some plays and concerts. The school will always print a reminder in the programme of events where issues of copyright apply;
  - Parents may not film or take photographs in changing rooms or backstage during school productions, nor in any other circumstances in which photography or filming may embarrass or upset students.
- The school reserves the right to refuse or withdraw permission to film or take photographs (at a specific event or more generally), from any parent who does not follow these guidelines, or is otherwise reasonably felt to be making inappropriate images.

## **7. Use of Cameras and Filming Equipment by students**

- All students are encouraged to look after each other, and to report any concerns about the misuse of technology, or any worrying issues to a member of the Pastoral team.
- The use of cameras or filming equipment (including on mobile phones) is not allowed in toilets, washing or changing areas, nor should photography or filming equipment be used by students in a manner that may offend or cause upset.
- The misuse of images, cameras or filming equipment in a way that breaches this Policy, or the school's Code of Conduct, is always taken seriously, and may be the subject of disciplinary procedures or dealt with under the relevant safeguarding policy as appropriate.

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