

Worlingham CEVC Primary School



CCTV, PHOTOGRAPHY AND DIGITAL RECORDING POLICY

Due consideration has been given to all children/adults/stakeholders with regard to the protected characteristics under the Equality Act 2010.

Headteacher: Mrs Holly Marchand

School No. 935 3111

Date approved:	12.11.2024
Name of Committee:	Health and Safety
Chair of Committee signature:	Martyn Fitt
Date of next review:	Autumn 2025

Worlingham CEVC Primary School

CCTV, PHOTOGRAPHY AND DIGITAL RECORDING POLICY

CCTV

Worlingham CEVC Primary School uses closed circuit television (CCTV) images to reduce crime and monitor the school buildings in order to provide a safe and secure environment for pupils, staff and visitors, and to prevent the loss or damage to school property.

This policy sets out how the school's approach to the use of CCTV affects individuals.

Cameras are normally located at the front and rear of the school around entrances/exits which comprises of two fixed cameras. The system does not have sound recording capability.

In areas of surveillance, signs will be displayed prominently to inform individuals that CCTV is in use and the school will ensure that all cameras are set up in a way that ensures that there is minimal intrusion of privacy, and that any intrusion is fully justified.

The CCTV cameras are owned and operated by the school and the deployment of which is determined by the school's leadership team.

The CCTV footage is only monitored when required by ICT Technician and leadership team.

All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images. All operators are trained by the school data controller in their responsibilities under the CCTV Code of Practice. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images.

The introduction of, or changes to, CCTV monitoring will be subject to consultation with staff and the school community.

The school's CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act. The use of CCTV, and the associated images and any sound recordings, is covered by the Data Protection Act.

Purpose of CCTV

The school will not use CCTV for monitoring the work of employees or finding out whether or not they are complying with the school's policies and procedures.

Limits on use of CCTV

CCTV will not be operated in toilets, private offices or changing rooms, unless this is necessary for the investigation of a serious crime or there are circumstances in which there is a serious risk to health and safety or to the operation of the school. CCTV will be used in this way only where it is a proportionate means of achieving the aim in the circumstances.

Covert CCTV will only ever be set up for the investigation or detection of crime or serious misconduct. The use of covert CCTV will be justified only in circumstances where the investigator has a reasonable suspicion that the crime or serious misconduct is taking place and where CCTV use is likely to be a proportionate means of securing evidence.

Evidence from CCTV footage

CCTV evidence may be used against an employee in disciplinary proceedings only where such evidence tends to show, in the reasonable belief of the employer, that they have been guilty of serious misconduct. The employee will be given a chance to see and respond to the images in these circumstances.

Storage of CCTV footage

Recorded data is not retained for longer than is necessary. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded. Images from CCTV footage will be securely stored and only authorised personnel will have access to them.

Subject Access Requests (SAR)

Individuals whose images are recorded have a right to view images of themselves and to be provided with a copy of the images.

All requests should be made in writing to the Headteacher. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location.

The school will respond to requests within one calendar month of receiving the written request.

The school reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an ongoing investigation.

Access to and Disclosure of Images to Third Parties

There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police and service providers to the school where these would reasonably need access to the data (e.g. investigators).

Requests should be made in writing to the Headteacher.

Complaints

Complaints and enquiries about the operation of CCTV within the school should be directed to the Headteacher in the first instance.

Photography and Digital Recording

The aim of this Policy is to give clear guidance in the use of taking, storing and distributing photographs and digital content in school by staff, parents and outside agencies. When this policy refers to photographs, the guidance similarly applies to digital video and audio recordings.

This Policy has been produced with reference to the most recent Child Protection Guidelines recommended to schools.

Photographic images may only be taken of children whose parents have given prior permission for this to happen. Images may only be used in a way that adheres to parents' consent and wishes.

Parents will be asked to fill in and sign permission slips which are part of the School Registration form which parents are asked to complete when their child joins the school. This

is kept in the pupils' blue file in the main school office. A copy of the permission section is detailed in Appendix A.

This guidance applies to the following:

- Teachers, trainee teachers and support staff
- Parents and visitors to the school
- Parents and volunteers accompanying educational visits
- Students on work experience and college courses
- Members of the press must NOT publish photographs or the name and address of any child without parental consent.

This Policy applies to any situation where photographs or video recordings are taken, including:

School plays

Assemblies

Christmas performances

Sports day and other sports events

School trips

Classroom/playground activities

Any other activities involving children from our school

Parents wishing to take photographs of their children at any of these events should consult the school prior to the event and understand that these are for family use only.

Class Dojo

The school will take and distribute photographs of children's learning to parents, if their parents have consented to this. The photographs must:

- Show the quality of our school's learning.
- Represent the school in a positive light.
- Be varied, current and have a clear context and reason for posting.
- Be records of naturally occurring moments of learning, rather than artificially staged scenes.
- Be sensitive to the quality of alerts received by parents when a photograph is posted.
- Not to have names of children attached to them if being posted to the whole class story.
- Not be blurred or of poor quality.
- Be monitored closely by the class teacher.
- Not include any child without consent to use Dojo.

The above Policy has been developed in the response to a growing need to consider the security, welfare and confidentiality of the children attending Worlingham CEVC Primary school.

APPENDIX A

WORLINGHAM CEVC PRIMARY SCHOOL

PARENTAL CONSENT FOR USE OF PHOTOGRAPHS, DIGITAL IMAGES AND VIDEOS

At Worlingham CEVC Primary School, we sometimes take photographs of pupils to record their learning. We may use these photos in the school's publications and presentations, on the school's website and on display boards and screens around the school. We may also take and use videos of pupils for use on the school's website, display screens and presentations.

We really value using photos of pupils to be able to showcase what pupils do in school, celebrate pupils' achievements and show what life at our school is like to others, including via the local and national media and the Diocese.

Where the school uses images of individual pupils, the full name of the pupil would not be disclosed, unless separate consent was gained in advance from parents and carers. The school would only use images and videos of pupils with the relevant permissions and who are suitably dressed i.e. we would not display an image of a pupil in swimwear.

We would therefore appreciate you taking the time to give consent to us taking photos and videos of your child, and using them in the ways described below.

This consent form will be valid until your child leaves the school. However, if you change your mind at any time, you can request a new consent form for completing by emailing office@wcevcps.org, calling the school on 01502 712375, or just popping in to the school office. Alternatively, you can ask to check and update your consent form at any time.

Please tick the relevant boxes and sign the permission box below.

PUPIL PHOTOGRAPHS, DIGITAL IMAGES AND VIDEOS

I give consent for photographs, digital images and videos to be taken of my child in group situations for the following purposes:

For use in internal school displays, on digital screens in school and in classroom resources such as in books.

To be displayed on the school website. This could be as photos, videos or within newsletters.

The school's Acorn newsletter which is also on our school website.

Any school publications, such as the prospectus, which may be displayed on our school website.

Official annual school photographs, taken by an external photographer, authorised by the school to do so.

The school to share photos with the local and national media and the Diocese in connection with a school event or activity.

The school to retain photos and videos for historical purposes when my child leaves the school.

Child's Name	
Child's Class	
Parent/Carer's Name	
Parent/Carer's Signature	
Date	



CONSENT FOR GROUP PHOTOS AT PRODUCTIONS AND SPORTS DAY

we are looking for ways to be able to allow parents and carers to take photos of their own child at events such as drama productions (including Christmas, Music events and End of Year 5/6 performances) and Sports Day. We are aware that many parents and carers would really like to take photos and videos at these events. Therefore, we are adding an extra permission to gauge how many families would be happy to consent to allowing all parents / carers to take photos at such events as performances and sports day. This may mean that your child will appear in the background of another child's family photo. If you decide to consent to this permission, we will establish if all families in a year group or key stage are happy for this to happen. However, if some families are not happy to consent to this type of permission then we will be unable to allow any photos to be taken at such events.

In signing this consent, I understand that my child may appear in the background of another photo belonging to another family. The school request that any such photos, with other identifiable children in the background, are not shared on social media. The school will also check the main photo permissions form (also attached) before sharing any photo on our newsletter or website. Therefore, if you sign to consent to photos being allowed at events such as sports day, these would not be used on our newsletter or website etc without the relevant consent.

TAPESTRY ONLINE LEARNING JOURNAL

In Reception we spend a lot of time 'playing' alongside the children as we observe, challenge and extend their thinking skills. To record some of the experiences your child will undertake at school, we will use a web-based app called Tapestry. All Reception staff use iPads to record the children's learning and upload the information to each child's journal.

You will be able to access your child's journal whenever you wish. We hope that this ease of access will allow you to look at the journal with your child at home in a quiet, reflective atmosphere. You can also comment on the observations. You will see a comments box at the bottom of each observation entry. You can also add 'wow moment' observations yourself and upload photos and videos as well – we are looking forward to seeing them!

Please note, the information contained within each child's learning journal is individual and personal to them, therefore it is to be treated as personal data. Under Data Protection regulations, consent must be obtained from parents/carers to allow us to share your child's name, date of birth and year group as well as your name and email address. We also seek consent for group photographs/videos to be used amongst the relevant children's files. We anticipate group photographs/videos will be taken on a regular basis as we encourage group activities, teamwork etc. Tapestry will not share your or your child's data with any third party and will delete the data immediately when no longer required by the school.

Individual learning files are provided for the benefits of the individual child and their parents/carers. Parents and carers are therefore to be given the responsibility of choosing what to do with any personal data contained in the learning file, once it is in their possession. However, parents must be aware that they are not permitted to 'publicise' another child and must therefore be reminded that they must not share, distribute or display any images, for example uploading images of other children on Facebook.



PARENTAL CONSENT FOR SHARING GROUP PHOTOS

Child's Name.....

CONSENT FOR ALL PARENTS/CARERS TO TAKE PHOTOS AT EVENTS SUCH AS PERFORMANCES AND SPORTS DAY

Please read the explanation of this carefully on the attached information.

I do / do not give consent to allow other parents / carers to take photos at events such as school productions, concerts or on sports day.

Important Note:

In signing this consent, I understand that my child may appear in the background of another photo taken by another family. The school request that any such photos, with other identifiable children in the background, are not shared on social media. The school will also check the main photo permissions form (also attached) before sharing any photo on our newsletter, website or other public media. Therefore, if you sign to consent to photos being allowed at events such as sports day, these would not be used on our newsletter or website etc without the additional relevant consents.

TAPESTRY PERMISSION

Child's Name.....

Please tick relevant boxes

I am happy for the school to use and share my child's data (name, date of birth and year group) with Tapestry for the purpose as mentioned in your letter.	
--	--

I am happy for the school to use and share my data (name and email address as stated below) with Tapestry for the purpose as mentioned in your letter.	
--	--

	Name of Parent	Email Address
Parent 1		
Parent 2		

I am happy for my child's photo and video, in group situations, being included in the learning journal of other children. I understand that my child may be in a group photo or video on another child's journal.	
---	--

I am NOT happy for my child's photo and video, in group situations, being included in the learning journal of other children.	
--	--

I am NOT happy for the school to use and share my child's or my data for any of the above purposes.	
--	--

By providing my consent, I agree to not share, distribute or display photos or information about another child in any way. I understand that I can withdraw my consent at any time by contacting the school by email at office@wcevcps.org, ringing the school on 01502 712375 or speaking to a member of office staff.

Name of Parent/Carer

Signed

Date



Worlingham CEVC Primary School
Garden Lane, Worlingham, Beccles, Suffolk, NR34 7SB.
Telephone: 01502 712375
Email: office@wcevcps.org
Headteacher: Mrs H Marchand BA (Hons.) PGCE, NPQH

**PARENTAL CONSENT FORM
FOR REGULAR EDUCATIONAL VISITS /SPORTS EVENTS/
WORLINGHAM VILLAGE WALKS/WORLINGHAM CHURCH VISITS**

School/Establishment Worlingham CEVC Primary School

Child's Name

Date of Birth

I hereby agree to my child participating in recognised activities that are organised by the school off the site, for example, environmental studies, swimming, sports matches, joint activities with other schools, visits to local church/library etc. All local visits are risk assessed prior to the visit.

I understand that:

- such activities will not often extend beyond the school day, but that if, occasionally, they are likely to do so, adequate advance notice will be given so that I may make appropriate arrangements for his/her safe return home;
- my specific permission will be sought for any out-of-school activities beyond those outlined above and which could involve commitment to extended journeys or times, expense or hazards;
- all reasonable care will be taken of my child in respect of the activity/visit;
- my child will be under an obligation to obey all directions given and observe all rules and regulations governing the visit/activity and will be subject to all normal school discipline during the visit/activity;
- I agree to keep the school/establishment up to date with my emergency contact details.
- I consent to my child receiving medical treatment that, in the opinion of a qualified medical practitioner, may be necessary.

In your child's interest, it is important that the organising staff should know whether he or she suffers from any illness or medical condition. Please use this space to state, in confidence, any health or other matter concerning your child

of which accompanying staff should be aware. Please indicate here also if your child is receiving medication, with details and dosage, and/or has any specific dietary requirements.

.....

My child's doctor's name and address	
Signature of Parent/Carer(s)	
Names of Parent/Carer(s)	
Date of Signature	
Mobile Number	
Alternative Contact Number	



Worlingham CEVC Primary School
 Garden Lane, Worlingham, Beccles, Suffolk, NR34 7SB.
 Telephone: 01502 712375
 Email:
 Headteacher: Mrs H Marchand BA (Hons.) PGCE, NPQH

Parent/Carer Acceptable Use Agreement

Digital technologies have become integral to the lives of children and young people, both within school and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- That young people will be responsible users and stay safe whilst using the internet and other communication technologies for educational, personal and recreational use.
- That the school and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their online behaviour.

The school will ensure that children will have good access to digital technologies to enhance their learning and will, in return, expect the children to agree to be responsible users.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work. Please discuss the importance of online safety with your child.

Permission Form

Parent/Carer Name

Pupil Name

- As the parent/carer of the above child, I give permission for my child to have supervised access to the internet and to ICT systems at school.
- I understand that the school has discussed the Acceptable Use Agreement with my son/daughter and that they have received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.
- I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet.
- I understand that my child's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about possible breaches of the Acceptable Use Policy.
- I will encourage my child to adopt a safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.
- I will model safe and responsible internet use to my child, conveying the appropriate standards that my child should follow – both in and out of school (including our school core values of kindness and respect).

Signed

Date

WORLINGHAM CEVC PRIMARY SCHOOL

SAFEGUARDING STATEMENT TO ACCOMPANY POLICY DOCUMENTS

Throughout this policy runs our commitment to safeguarding the well being of all our pupils at Worlingham CEVC Primary School. The values, beliefs and ethos of Worlingham Primary School are shared by all members of staff and the adherence to the guidance as stated in the school's Safeguarding Policy is of paramount importance.

The wellbeing and safety of pupils has a positive impact on their attendance, behaviour, their own Health and Safety, learning within the school environment as well as on educational visits.

Throughout the curriculum children are taught how to manage risk and how to keep themselves safe. The children know that if they need help they can talk to a member of staff at school. Children are taught how to keep themselves safe whilst using ICT equipment and are instructed to report any inappropriate material to the member of staff leading the session.

Children who have an identified SEN which creates difficulties with communication may need additional support in expressing concerns to a member of staff. Staff will need to follow the guidance in the safeguarding policy when dealing with a disclosure, taking into account the ability of the individual.

A copy of the Safeguarding policy can be found on the school website, in the Headteacher's office and also the staff room. This policy provides comprehensive detail in identifying types of abuse and the procedures that need to be followed.

Within the Safeguarding Policy is a section on The Prevent Duty and what it means for our School.