



PHOTOGRAPHY POLICY

POLICY INTENDED FOR:	Students
CATEGORY:	Behaviour
PUBLISHED:	Server, Policy Folders at College and Students Accommodations, Staff Handbook
POLICY IMPLEMENTED BY:	Principal
POLICY MONITORED BY:	Principal and Deputy Principals
REVIEWED BY:	Principal
REVIEWED DATE:	August 2020
CONSULTATION WITH:	Senior Leadership Team (SLT)
RECORD OF CHANGES & ADDITIONS:	Jan 2019: Addition of Student permission from aged 13
NEXT REVIEW:	August 2021

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INTRODUCTION

The College takes practical steps to ensure that pictures and images taken of students and staff are done in a way that reflects the ethos of the College.

The College will always ask for parental/carer and student (over 13 years of age) permission for photographs / video to be taken of learners under 18 years of age while in College or engaged in College activities. All new parents, carers and students should sign a form giving permission for images to be taken but the form should also indicate that images will be used appropriately. Images should not be displayed on web sites, in publications or in a public place without former consent. The definition of a public place includes areas where visitors to the College have access. Please note, should a group of students be visible in a shot, but not the focus and not identifiable, these guidelines will not apply.

Some College activities involve recording images. These may be undertaken as part of the curriculum, extra-curricular activities, for publicity, or to celebrate achievement. Careful consideration should be given when they involve young or vulnerable learners who may be unable to question why or how the activities are taking place.

PARENTAL PERMISSION

As previously mentioned, use of images of learners under 18 years of age require the consent of the parent, carer and student. If a parent or student fails to return a consent form, staff should not assume that consent is given. When a parent does not agree to their child being photographed, staff must make every effort to comply sensitively. For example, if a child whose parents have refused permission for photography is involved with a sports event, e.g. a football match, it may not be appropriate to photograph the whole team.

ORGANISATION RESPONSIBILITIES

- When using a photograph or photographic equipment, the following guidelines should be followed:
- A member of staff should establish whether the image(s) will be retained for further use.
- Images should be securely stored on a member of staff's computer and used only by those authorised to do so.
- Staff should remain sensitive to any students who appear uncomfortable and should recognise the potential for misinterpretation.
- Do not use images that are likely to cause distress, upset or embarrassment.
- Be clear about the purpose of the activity and about what will happen to the photographs when the lesson/activity is concluded.

- Staff using their own personal photographic/video equipment must seek prior consent from a member of the Senior Management Team.
- Staff should report any concerns relating to any inappropriate or intrusive photography to a member of the Senior Management Team.
- The College will not include personal e-mail or postal addresses or telephone or fax numbers on video, on our website, in our college prospectus or in other printed publications.
- Parents should note that websites can be viewed throughout the world and not just in the United Kingdom, where UK law applies.

FURTHER INFORMATION

For further information about photography at OIC please speak with OIC Compliance Officer, Claire Wellstood.

protectingdata@oxcoll.com

Oxford International College

1 London Place

OX4 1BD