

PHOTO PERMISSION POLICY

The OHC&AT Board of Directors has agreed this Policy and as such, it applies across the organisation – 30th June 2016.

Jay Mercer
Chair of OHCAT Board



Darren Coghlan
Chair of OHC Board



Photo Permission Policy

INTRODUCTION

Orchard Hill College and Academy Trust (OHC&AT) is committed to providing outstanding educational opportunities for all our pupils and students. OHC&AT recognises the value and importance of using photographic and video media to support, enhance and celebrate the learning of its pupils and students. OHC&AT recognises the rapid pace of change in media and technology and is committed to engaging with these changes in a safe and supportive way. The purpose of this policy is to define how pupils and students may give or rescind permission for their image to be used in any or all of these ways.

OHC&AT actively uses such images in a variety of mediums:

- Pupil/student work folders, reports, award certificates, transition passports and accredited coursework
- OHC&AT materials e.g. leaflets, prospectuses etc.
- OHC&AT websites
- Social media e.g. Twitter, Facebook
- Wider contexts such as journal articles, books and local newspaper reports

OHC&AT will only use images for which the pupil/student and, where appropriate, their parent/carer has given consent to do so.

OHC&AT will always use images that portray the pupil/student and, more widely, people with learning difficulties and/or disabilities, in a positive way.

OHC&AT will store all such images in accordance with the Data Protection Act and will review stored images of pupils/students every year. Images over 2 years old after the pupil or student has left will be deleted, apart from the enrolment photograph stored internally.

CONSENT

OHC&AT believes that all pupils and students have the right to advocate for themselves with regard to granting photo permission. We will inform parents and carers of this in writing and seek their written acknowledgement of this practice. OHC&AT will respect concerns expressed by parents and carers.

Staff will use agreed individual communication plans and appropriate assistive technology to ensure that non-verbal pupils/students can give or refuse consent.

Pupils/students and, where appropriate, their parents/carers will be given the chance to give permission for different usage, e.g. OHC&AT websites, prospectuses, press coverage or class displays.

Once completed the photo permission form will be used for the duration of the pupil or student's time at an OHC&AT provision, unless stated otherwise by the pupil/student and/or their parent/carer.

If a pupil or student decides that they no longer wish a photograph to be used, OHC&AT will do everything reasonable to respect this. However it will be explained to pupils and students that it may not be possible to change this usage e.g. it would not be possible to change a photo on something that has already been printed.

SAFEGUARDING

OHC&AT recognises that there may be safeguarding concerns which may place a pupil or student at risk if their image is used in a public context. OHC&AT also recognises that pupils and students may not be aware they are at risk or in a position to inform OHC&AT as such. For that reason photo permission forms will be sent to parents/carers giving them the opportunity to highlight any safeguarding or other concerns they may have that would influence the use of photographic and video images of that pupil or student.

In publicly accessible contexts e.g. an OHC&AT website and prospectus or press release, no personal details of a pupil or student will usually be given beyond their first name. In exceptional circumstances, when it is in the best interest of the pupil or student, their full name may be printed; however, this will only happen once full agreement of the pupil/student and their parent/carer has been obtained for this specific usage.

POLICY REVIEW DETAILS

<i>Version:</i>	1.0
<i>Reviewer:</i>	Janet Sherborne
<i>Approval body:</i>	Family Board
<i>Date this version approved:</i>	30 th June 2016
<i>Due for review:</i>	Summer 2019

RELATED POLICIES AND PROCEDURES

Child Protection (Safeguarding) Policy
Data Protection Policy
E-Safety Policy
Mental Capacity and Consent Policy