



THE  
KING'S SCHOOL  
CANTERBURY

# **The King's Summer School Photography & Videography Policy**



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## Introduction

This policy is intended to provide information to students, parents, guardians, and agents about how images of students are normally used by the King's Summer School. It also covers our approach to how the use of cameras and filming equipment during the summer school by students themselves.

In addition to our Terms & Conditions, which highlights the use of student images, and our Data Protection Policy, which covers the more general use of student's personal data, images of students in a safeguarding context are covered by our Safeguarding & Child Protection Policy.

## General points

Certain uses of images are necessary for the ordinary running of the King's Summer School; other uses are in the legitimate interests of the summer school and its community and are unlikely to cause any negative impact on children. We are entitled lawfully to process such images and take decisions about how to use them, subject to any reasonable objections.

We hope parents/guardians/agents will feel able to support the King's Summer School in using student' images to celebrate the achievements of students; sporting and academic; to promote the work of the summer school; and for important administrative purposes such as identification and security.

## Your consent

By registering to attend the King's Summer School, parents/guardians/agents have agreed to our Terms & Conditions, which indicates their agreement to the King's Summer School using images of the student as set out in this policy. However, please be aware that certain uses of a student's image may be necessary or unavoidable (for example, if they are included incidentally in CCTV or a photograph).

Any student/parent/guardian/agent who wishes to limit the use of images of a student for whom they are responsible should contact the Summer School and Commercial Director. We will respect your wishes wherever reasonably possible, and in accordance with this policy.

Please be aware that, from the age of around 12 and upwards, the law recognises students' own rights to have a say in how their personal information is uses – including images.



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## Use of student images

Unless a student or their parent/guardian has requested otherwise, we may use images of our students in the following ways:

- To keep our community updated on the activities of the summer school, and for marketing and promotional purposes, including:
  - a) On internal displays (such as digital screens or notice boards) within the King's School premises
  - b) On our summer school website, parent portal, and, where appropriate, via our social media channels
  - c) In our summer school prospectus, and in online press such as external advertisements

The source of these images will predominantly be our summer school staff (who are subject to strict policies and rules in how and when to take such images), or a professional photographer used for marketing and promotional purposes.

- For identification and security purposes
  - a) CCTV is in use on the King's School premises and will sometimes capture images of students.
- Used in the media

Where practically possible, we will always notify parents/guardian/agents in advance when media is expected to attend an event or activity as part of the summer school. This is a rare occurrence, and we will make every reasonable effort to ensure that any student whose parent/guardian has refused permission for images of that student to be used are not photographed or filmed by the media, nor such images provided for media purposes.

The media often asks for the names of the relevant students to go alongside the images, and these will be provided where parents have been informed about the media's visit and either parent or student has consented as appropriate.

## Security of student images

We take appropriate measures to ensure that images of students held by the King's Summer School are kept securely on school systems and protected from misuse or



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loss. We will take reasonable steps to ensure that members of staff only have access to images of students held by the summer school where it is necessary for them to do so.

All staff are given clear guidance on our policies and rules relating to the taking of and storing of student images, and on the importance of ensuring that images are made and used responsibly, only for summer school purposes, and in accordance with the law.

## Use of cameras and film equipment by parents

Parents, guardians or close family members (hereafter referred to as 'parents') are welcome to take photographs of (and where appropriate film) their own children taking part in summer school events, subject to the following guidelines:

- When indoors, please be considerate of student's and others spectator's comfort. For example, flash photography can disturb others and caused medical distress for some.
- Please do not take photos of other students, unless they are part of a group shot, without prior consent of that student's parents.
- All images taken are for personal use only. Images which may contain other students should not be posted online (for example, on Facebook) or published in any other way.
- Copyright issues may prevent us from allowing filming or recording of specific performances. We will make it clear if this is the case.
- No filming or photography of changing rooms or backstage is permitted at any time.
- No filming or photography is allowed that may embarrass or upset any students.

We reserve the right to refuse or withdraw permission to film or photograph during the summer school, from any parent that does not follow these guidelines.

We reserve the right, at any organised activity, to refuse to allow the taking of photographs or film.



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## Use of cameras and film equipment by students

Students may bring cameras with them or use the camera on their mobile device to take pictures of their time on the King's Summer School. These rules apply to all students:

- All students are encouraged to report any concerns about the misuse of technology, or any worrying issues to a member of the summer school staff.
- The use of cameras or filming equipment (including on mobile phones) is not allowed in toilets, washing or changing areas,
- Cameras or filming equipment (including on mobile phones) should not be used by students in a manner that may offend or cause upset to other students or staff.
- The misuse of images, cameras or filming equipment in a way that breaches this Policy or other school policies (including Anti-Bullying Policy or the Student behaviour & Rules Policy) is always taken seriously and may be the subject of disciplinary procedures or dealt with under the relevant safeguarding policy as appropriate.

The students often take their own photos and videos and share them among their own groups on messaging apps and social media etc. This is not something which we can directly control, but if there are any complaints about – for example – bullying, then we will act upon them.

## Use of cameras and film equipment by staff

We are very careful about how we take photos and videos of students attending the King's Summer School. For example,

- We would not take photos or videos of students without their knowledge, or if they did not want us to.
- We only take photos and videos in 'public' areas such as sports, activities, lessons and excursions – not in places like bedrooms.
- We are very careful about the types of images and videos which we record – we would never take or share anything inappropriate.



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- Staff are not permitted to use personal devices to take photos or videos of students. We only take photos and videos using equipment owned by the summer school.

## Additional Information

Should you have any questions, or require additional information about this subject, please contact us direct via email at [summerschool@kings-school.co.uk](mailto:summerschool@kings-school.co.uk).

<b>Reviewed by:</b>	Mike Pengelly (Summer School and Commercial Director)
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