



Cothill House Policy Documents

Photography of Pupils

Date: September 2023
Next review: September 2024

Introduction

Cothill House is an open and inclusive community that is very proud of the achievements of all of the boys in their academic, community, cultural and sporting endeavours. The school welcomes parents and friends to its concerts, plays and sporting events, as well as to more formal occasions during the school year. The school's website is updated regularly with photographs of the boys and all parents are sent regular newsletters and a magazine once a year, which also contain photographs of the boys.

GDPR

As part of school activities, Cothill House may take photographs and record images of individuals within the school.

Parents who accept a place for their child at Cothill House agree to the school using photographs of their son (on the *Cothill House Acceptance Form* sheet), and information relating to his achievements for promotional purposes which may be reproduced in school publications (printed or digital), on the school website and on school social networking sites. Parents are also asked to agree to the school sharing photos with third party journalists. The form asks specifically whether a child's full name or only first name may be used to accompany any photos.

Consent can be refused or withdrawn at any time. If consent is withdrawn, we will delete the photograph or video and not distribute it further.

The school will never use any image that might embarrass or humiliate a pupil. It will also only use images of pupils who are suitably dressed. Pupils are always properly supervised when professional photographers visit the school. Parents are given the opportunity to purchase copies of these photographs.

Given that the school website is available on all devices and platforms, it is not considered realistic to attempt to ban the downloading of any pictures from the website. The IT dept do, however, make a point of teaching boys about respect for others online.

Use of Images

Given that most pupils board at Cothill and many parents are unable to visit their sons regularly, staff are encouraged to use cameras to record the boys' lives at school and pictures are forwarded to the staff responsible for producing the school magazine, newsletters, twitter feeds, etc.

A digital SLR camera is available; this is usually kept by the Headmaster.

Simon Murdoch is contracted to spend some time each term taking professional photographs of school life, and he can also be asked to cover specific events.

Staff are generally not allowed to use personal equipment (e.g. their own mobile phones) to take photographs of pupils. However, it is acknowledged that there may be occasions when staff will wish to capture a moment, when school owned equipment might not be available. In these circumstances, staff may use their own equipment in the moment but must upload the pictures to the school drive on the same day and then delete the image from their own devices permanently.

Original photographs are securely stored in a password-protected area on the drive, where access is restricted to academic, pastoral and school administrative staff.

A number of pictures are available to all on the website, but a parent portal allows access to other pictures, news and the blog. The link to this is on the main website, or click here:

[Parent Portal](#)

Login using your iSAMS name & password.

Use of Cameras and Recording Equipment by Parents & Guardians

Parents are welcome to take photographs of their own children taking part in sporting and outdoor events. 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 recording devices with consideration and courtesy for the comfort of others.

Any photography undertaken by boys within the school is done on school cameras which are held by the IT dept. Boys may use their own cameras for the purposes of photography lessons, however, boys are not free to roam the school or grounds unsupervised with cameras. Exceptions to this rule must be sought from the Headmaster.

When the school records plays and concerts professionally, copies of the DVDs and CDs are made available for parents to purchase.

Treating Others with Respect

All pupils are encouraged to look after each other and to report any concerns about the misuse of technology or a worrying issue to a member of staff. The use of cameras by anyone - including on mobile phones - is not allowed in showering, changing or boarding areas, nor should photography be used in a manner that may offend or cause upset. The misuse of cameras in a way that breaches our anti-bullying policy is always taken seriously and may be the subject of disciplinary procedures.

Boys Taking Photographs of Other Boys/Staff

A growing number of boys have their own photographic equipment. As a result a boy will have to abide by one of two restrictions in order to adhere to future situations of photo sharing or storage. Either the boy may not have a memory card in his camera or he may borrow one from Simon Murdoch who will then store the photographs for viewing purposes only and for use in the school magazine. This has been deemed the best working solution to the concern of a boy having stored photographs on his camera.