



Windsor Academy Trust

TAKING, STORING AND USING IMAGES OF PUPILS/STUDENTS

1. This document provides information for pupils/students and their parents and carers about how images (e.g. photographs and video recordings) of pupils/students are used by Windsor Academy Trust (WAT). The Acao

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from loss or misuse. WAT will take reasonable steps to ensure that members of staff only have access to images of pupils/students held by WAT where it is necessary for them to do so.

Staff are expected to be aware of the details of this policy as appropriate and briefing sessions will be held for key staff.

10. Use of cameras and filming equipment (including mobile phones) by parents/carers

Parents/carers are asked to be mindful of the spirit of the content of this document when taking group photos; parents/carers are reminded that such images are for personal use only.

When an event is held indoors, such as a play or a concert, parents/carers should be mindful of the need to use their cameras and filming devices with consideration and courtesy for cast members or performers on stage and the comfort of others.

Parents/carers are reminded that copyright issues may prevent WAT from permitting the filming or recording of some plays and concerts.

WAT reserves the right to refuse or withdraw permission to film or take photographs (at a specific event or more generally), from any parent/carer who does not follow these guidelines, or is otherwise reasonably felt to be making inappropriate images.

WAT sometimes records plays and concerts professionally (or engages a professional photographer or film company to do so), in which case copies may be made available to parents for purchase.

11. Use of cameras and filming equipment by pupils/students

All students are encouraged to look after each other, and to report any concerns about the misuse of technology, or any worrying issues to a member of the pastoral staff.

The use of cameras or filming equipment (including on mobile phones) is not allowed in toilets, washing or changing areas, nor should photography or filming equipment be used by pupils/students in a manner that may offend or cause upset. L

The misuse of mobile phones, cameras or filming equipment in a way that breaches this policy, or WAT's Anti-Bullying Policy, IT Security and Acceptable Use Policy – Pupils/Students and the Anti-bullying Policy is always taken seriously, and may be the subject of disciplinary procedures or dealt with under the relevant Child Protection and