

Taking, Storing and Using Images of Children Policy

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1. This Policy

- This Policy is intended to provide guidance to staff and information to pupils and their parents, carers or guardians (referred to in this policy as "parents") about how images of pupils are normally used by Oakham School ("the School"). It also covers the School's approach to the use of cameras, video and filming equipment at school events and on school premises by parents and pupils themselves, and the media.
- It applies alongside any individual parent or pupil consent forms provided, and the School's terms and conditions and parent contract and should be understood in the context of any other information the School may provide from time to time about a particular use of pupil images, including e.g. signage about the use of CCTV; and more general information about use of pupils' personal data in the School's Privacy Notice.
- Staff are additionally subject to their own training (in accordance with their role) and School policies in this area, including under the Staff Handbook.
- This Policy should be read in conjunction with the School's Social Media Policy, Child Protection and Safeguarding Policy, Data Protection Policy, and IT Acceptable Use Policies.

2. General Principles of Image Use

- Certain uses of images, including pupil images, are necessary for the ordinary running of the School (for example, for administration, identification, educational and curricular purposes, and security). It may not be possible to object to such uses, although any concerns in this regard will be duly considered by the School.
- Other uses are considered to be in the legitimate interests of the School and its community and unlikely to cause any negative impact on children. The School is entitled lawfully to process such images and take decisions about how to use them, although objections may be raised and the School will seek to accommodate any reasonable concerns. Examples are given in this policy.
- We hope parents will feel able to support the School in using pupil images to celebrate the achievements of pupils, inside and outside the classroom; to promote the work of the School; and for important administrative purposes such as identification and security. However, for any uses of images



which might be considered more intrusive or unexpected – examples of which are set out further in this Policy – we will seek specific consent from parents and, as appropriate, pupils.

- Parents who accept a place for their child at the School indicate that they agree to the School using images of them as set out in this policy by signing their acceptance of the School's terms and conditions and/or from time to time if a particular use of the pupil's image is requested e.g. on a promotional banner or large-scale advertisement. However, parents should be aware that certain uses of their child's images may continue to be necessary (for example, administration, education or security) or will be unavoidable (for example if they are included incidentally in CCTV or as a part of a whole-school photograph).
- Any parent or pupil who wishes to withdraw consent for the use of images should contact the Director of Admissions and Marketing in writing. The School will respect such requests wherever reasonably possible. However, it is important to note that withdrawing consent means the pupil will need to be excluded from all photography and filming activities. Unfortunately, we cannot accommodate selective consent (e.g. allowing participation in group photos but not promotional materials), as this level of granularity increases the risk of error and is not operationally feasible. Therefore, if consent is withdrawn, it will apply to all image use across all channels and contexts.
- Parents should be aware that, from around secondary school age, the law recognises pupils' own rights to have a say in how their personal information is used – including images, and particularly in regard to online contexts.
- Where remote video provision for pupils (via e.g. Zoom or Teams) is necessary, whether for lessons or e.g. counselling, the School will notify pupils and parents, as appropriate, of its policies in respect of monitoring, recording and retention of such sessions (along with policies on appropriate dress and supervision).

3. Use and Publication of Certain Pupil Images

- In accordance with any consents, notices or objections as may be applicable from time to time, the School will use images of its pupils to keep the school community updated on the activities of the School, and for marketing and promotional purposes, including:
 - on internal displays and notice boards within the School premises.
 - as part of the School's email system and intranet, and in appropriate communications by whatever means with the school community (parents, pupils, staff, Governors and alumni).
 - as part of school curricular activities (for example for physical education or drama), or as a teaching aid, as part of official activities using school devices, tablets and applications.
 - in printed material, such as school magazines and printed marketing material, including the School's prospectus.
 - on the School's website and, where appropriate and in line with relevant policies, via the School's social media channels. Staff will refer to the School's Social Media Policy for detailed guidance on appropriate platform use, captioning, and safeguarding considerations.
 - exceptionally, in the press and other external advertisements for the School.



- The School's policy in respect of the above uses is as follows:
 - **Legitimate interests** will be relied upon for any uses which are either essential (for example, security, administration and education) or which fall within a scope of reasonably expected uses. Reasonably expected uses include via internal school or parent communications, on the intranet or in other closed community groups, in printed material such as a school magazine or prospectus, or any uses whereby an individual child cannot reasonably be identified by someone outside the school community: for example, where their face cannot clearly be seen.
 - The key effect of the School relying on legitimate interests is that parents and pupils may be entitled to object to such uses, although their specific consent will not be sought beforehand. Any objections will be duly considered by the School, but objections can be overridden by other factors: for example, uses which the School considers essential; or uses which create little or no risk of harm (including where children are not at risk of outside identification).
 - **Consent** will be sought for all other external uses of pupil images online. In particular, where any intended use is more intrusive or unexpected – for example, if a child is the focus of the image and their face can clearly be seen – the School will discuss the use with the pupil or parents (as appropriate) in advance and seek a specific, *ad hoc* consent.
 - The School will take reasonable steps following any objection or withdrawal of consent but may not be able to recall or destroy printed materials. Any particular concerns or vulnerabilities relating to a pupil or their family should be drawn to the School's attention in advance. The safeguarding and best interests of pupils will remain the School's priorities at all times.

4. Use of Pupil Images for Identification and Security

- All pupils are photographed on entering the School and, thereafter, at intervals, for the purposes of internal identification. These photographs identify the pupil by name, year group, House and Form/Tutor Group.
- CCTV is in use on school premises, and in certain cases is likely to capture images of pupils. Images captured on the School's CCTV system are used in accordance with the Privacy Notice and CCTV Policy and the location of cameras will be clearly notified, including by signage. For further information please see the School's CCTV policy.

5. Use of Pupil Images by External Media

- Where practicably possible, the School will always notify parents in advance when the media is expected to attend an event or school activity in which school pupils are participating, and will make every reasonable effort to ensure that any pupil whose parent or carer has refused permission for images of that pupil, or themselves, to be made in these circumstances are not photographed or filmed by the media, nor such images provided for media purposes.
- The media may ask for the names of the relevant pupils to go alongside the images. It is not the School's policy to provide full or first names in this scenario, and these will only be provided where parents have been informed about the media's visit and either parent or pupil has specifically consented to the sharing of their name, for an appropriate and necessary purpose.

6. Security of Pupil Images

- Professional photographers and the media are accompanied at all times by a member of staff when on school premises. The School uses only reputable professional photographers and makes every



effort to ensure that any images of pupils are in suitable dress and held by such persons securely, responsibly and in accordance with the School's instructions.

- The School takes appropriate technical and organisational security measures to ensure that images of pupils held by the School are kept securely on school systems and protected from loss or misuse. The School will take reasonable steps to ensure that members of staff only have access to images of pupils held by the School where it is necessary for them to do so.
- Any external processors of pupil images are engaged only for lawful purposes consistent with those set out in this policy, and subject to proper due diligence and contractual protections.
- All staff are given guidance on the School's Policy on Taking, Storing and Using Images of Pupils, and on the importance of ensuring that images of pupils are made and used responsibly, only for school purposes, and in accordance with school policies and the law.
- Staff must complete a Personal Device Permission Form if they need to be able to take photographs on their own mobile phone. The form ensures the staff member is aware of the relevant safeguarding and images of children policies and reminds them images must be deleted after 7 days. Authorisation for use of a personal device must be provided by a member of the Senior Leadership Team.
- Pupils are also given mandatory and age-appropriate training on their own privacy online and with their peers, including image use and social media safety.

7. Use of Cameras and Filming Equipment (including mobile phones) by Parents

- Parents, guardians or close family members (hereafter, parents) are welcome to take photographs of (and where appropriate, film) their own children taking part in school events, subject to the following guidelines, which the School expects all parents to follow:
 - 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 filming devices with consideration and courtesy for cast members or performers on stage and the comfort of others. Flash photography can disturb others in the audience or even cause distress for those with medical conditions; the School therefore asks that it is not used at indoor events.
 - Parents are asked not to take photographs of other pupils, except incidentally as part of a group shot, without the prior agreement of that pupil's parents.
 - Parents are reminded that such images are for personal use only. Images which may, expressly or not, identify other pupils should not be made accessible to others online (for example on Facebook, Instagram or by text or WhatsApp), or published in any other way.
 - Parents are reminded that copyright issues may prevent the School from permitting the filming or recording of some plays and concerts. The School will always print a reminder in the programme of events where issues of copyright apply.
 - Parents may not film or take photographs in changing rooms or backstage during school productions, nor in any other circumstances in which photography or filming may embarrass or upset pupils, by reference to their dress or activity or any other factor.



- The School reserves the right to refuse or withdraw permission to film or take photographs, at a specific event or more generally, either for all attendees/parents (e.g. where a safeguarding risk to an individual child has been identified) or from any individual parent who does not follow these guidelines or is otherwise reasonably felt to be making inappropriate images.
- The School sometimes records plays and concerts professionally (or engages a professional photographer or film company to do so), in which case physical or digital copies may be made available to parents for purchase. Parents of pupils taking part in such plays and concerts will be consulted if it is intended to make such recordings available more widely.
- Should remote video provision at home (by Zoom, Teams or otherwise) be required or facilitated by the School in any context, specific guidelines and instructions will be provided to ensure privacy and safety, including around dress and recording of video.

8. Use of Cameras and Filming Equipment by Pupils

- All pupils 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 in a manner that may offend, or cause upset.
- The misuse of images, cameras or filming equipment in a way that breaches this Policy, or the School's *Anti-Bullying Policy*, *Data Protection Policy*, *IT Acceptable Use Policy for Pupils*, *Safeguarding Policy* or the *School Rules* is always taken seriously, and may be the subject of disciplinary procedures or dealt with under the relevant safeguarding policy as appropriate.

9. Images of Children Not On Roll at Oakham School

- From time to time, the School may host events involving children who are not enrolled at Oakham School, such as those attending feeder school visits, outreach programmes, or joint activities.
- In such cases, the School will liaise with the visiting school or organisation to confirm that appropriate image consent has been obtained for each child prior to any photography or filming taking place.
- Where consent is not provided, the School will ensure that those children are not included in any images or footage captured during the event.
- The School is unable to accommodate partial or selective consent (e.g. permitting inclusion in group photos but not promotional materials), as this level of granularity increases the risk of error and is not operationally feasible. Therefore, where consent is withheld or withdrawn, the child will be excluded from all photography and filming activities.
- Copies of consent documentation for visiting children will be retained securely by the Marketing Department, and images will not be used without verified consent.

10. Retention and Deletion of Pupil Images

- The School retains pupil images for as long as they are required for the purposes outlined in this Policy, including educational, administrative, and promotional use.



- Images used for marketing purposes (e.g. prospectuses, website, social media) may be retained in archives for historical and reference purposes, unless consent is withdrawn.
- Where consent is withdrawn, the School will make reasonable efforts to remove digital images from active platforms. However, it may not be possible to recall printed materials or remove content already shared externally.
- Staff using personal devices under authorised circumstances must delete any pupil images within 7 days of capture, in accordance with the Personal Device Permission Form.
- The School will periodically review stored images and remove those no longer required, in line with data protection principles and retention schedules.