



# **PHOTO PERMISSION POLICY**

**September 2017**

# Photo Permission Policy

## INTRODUCTION

Radius Trust is committed to providing outstanding educational opportunities for all our pupils and students. The Trust recognises the value and importance of using photographic and video media to support, enhance and celebrate the learning of its pupils and students. Radius Trust 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.

Radius Trust actively uses such images in a variety of mediums:

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

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

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

Radius Trust 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

Radius Trust 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. Radius Trust 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. Radius Trust 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 a Radius Trust school, 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, Radius Trust 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**

Radius Trust 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. The Trust also recognises that pupils and students may not be aware they are at risk or in a position to inform the Trust 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. a Radius Trust 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.

## **RELATED POLICIES AND PROCEDURES**

Child Protection, Adult Protection & Safeguarding Policy  
Data Protection Policy  
E-Safety Policy