IWYS Alternative Provision: Declaration of Photos and Videos Policy

Review Date	October 2026
Authorised by	Charmaine Baines - Proprietor
Next Review Date	September 2027

IWYS Alternative Provision:
Declaration of Photos and Videos Policy

1. Purpose

The purpose of this policy is to ensure the responsible use of photographs and videos at IWYS Alternative Provision. This policy aims to protect the privacy and rights of our pupils, staff, and community while allowing the school to celebrate and share achievements.

2. Scope

This policy applies to all staff, pupils, parents, visitors, and external organizations involved with IWYS Alternative Provision.

3. Guidelines

3.1 Consent

- Obtain written consent from parents or guardians for the use of photographs and videos of pupils.
- Consent forms should be distributed as part of student induction and as needed.

3.2 Use of Images

- Photographs and videos should only be used for the purposes stated in the consent form, such as IWYS publications, the website, or social media.
- Images should be stored securely and only accessible to authorised personnel.

3.3 Data Protection

- Follow the Data Protection Act 2018 and GDPR regulations to ensure personal data is handled appropriately.
- Ensure all images are used in a way that does not compromise the safety of pupils.

3.4 Publication and Sharing

- Do not publish images of pupils without consent.
- Avoid using full names of pupils alongside images to reduce the risk of identification.

3.5 External Photographers/Videographers

- Ensure external photographers are aware of and comply with this policy.
- Verify that they have appropriate safeguarding checks (e.g., DBS).

4. Responsibilities

- **Proprietor**: Ensures compliance with this policy and addresses any breaches.
- **Staff**: Adhere to the guidelines and report any concerns.
- **Parents/Guardians**: Provide consent and communicate any preferences regarding image use.

5. Monitoring and Review

- This policy will be reviewed annually by the proprietor and updated as necessary.

6. Breach of Policy

- Any breach of this policy should be reported to the Proprietor immediately.
- Consequences for breaches will be determined on a case-by-case basis and may involve disciplinary action.

7. Links to policies and procedures

- **IWYS Alternative Provision Information Security Policy 2026/2027**
- **IWYS-Privacy-Notice-for-Parents-and-Carers-–-Use-of-Your-Personal-Data.pdf**
- **IWYS-Privacy-Notice-for-Workforce-Employee-information.pdf**
- **IWYS-Acceptable-Internet-and-ICT-Use-Policy.pdf**
- **IWYS-Mobile-Phone-Policy.pdf**