



Photographs, videos, & images

The increasing use of digital technology presents a number of risks for children, young people and their families; mainly due to the way it is used rather than the technology itself.

There are a number of things to consider when taking and using images of children and staff to ensure that safeguarding issues are taken into account, e.g. children and families (pupils and staff) fleeing domestic abuse may be recognised via photos & their whereabouts revealed to an abusive partner.

Steps that must be taken:

- Get **informed written consent** of everyone appearing in the photograph, video image etc. including staff, parents and carers of pupils, **before** it is created
- Be clear about the **purpose & audience** for the image
- If you use images from another agency, you need to check that agency has obtained informed consent
- Only use secure equipment provided by the setting to take, store and download images – **never use personal devices**
- When an image is transferred to your workplace network they should be erased **immediately** from their initial storage location
- **Do not** use full names or personal contact details of the subject of any image you use
- No images of a **looked after child** should be created or used without prior consent from Children's Social Care
- **Be careful** about using images of children in swimming costumes or other revealing dress
- **Always** destroy images once consent has expired or the child or young person has left your setting
- **Young people** may be able to give consent themselves if they are considered able to make an 'informed' choice; however, there may be safeguarding issues that the young people themselves are unaware of.

Questions to consider

CCTV and webcams:

- Are they sited where they may compromise the privacy of individuals, e.g. toilet or changing areas?
- Have you displayed clear signs that they are in operation?

Images:

- How public are your display boards?
- Who and what have you created the images for?
- Are all of your images and media securely stored at your workplace?
- Is it appropriate for images on websites and in other publicity to become public?
- Are there any implications of using images for lessons or offsite work?
- Have you demonstrated an inclusive approach by including images from different diverse groups e.g. people of different ethnicity or disability?
- Have you checked any copyright implications?
- The press are exempt from the Data Protection Act, if you invite them to your premises or event; you need to obtain prior consent from staff, parents and carers involved.

The Information Commissioner's Office guidance advises that photographs taken for personal use e.g. by parents & carers during sports day are not covered by the Data Protection Act. However this does not include them being put online.

Useful links/resources:

- [Data Protection: Gov.uk](https://www.gov.uk)
- [Sheffield Safeguarding Children Board: Online Safety](#)
- [Sheffield Safeguarding Children website: Education Policies & Procedures](#)