



S48 – Use and Storage of Images of Children

Reviewed Date: August 2025
Next Review Date: August 2027 by Emma Margrett



Parents who accept a place for their son at the school agree in the parental contract to the school and Abbey using photographs and video footage of their son. It is made clear that these images may be used in external news or publicity material for the Choir School or the Abbey. If boys are named in external publications, it will be using first names only and additional parental permission will be sought in advance. An exception to the stipulation that boys may not be named refers to those publications that are distributed internally and to parents, where the boy's name may be used.

Use of Images: Displays Etc.

The Choir School will use photographic images of its pupils for the following purposes:

- Internal displays (including clips of moving images) on digital and conventional noticeboards within the school premises;
- In teaching when items of work may be photographed, or activities filmed for purposes of instruction
- Communications with the wider school community such as the School Newsletter (where pupils will sometimes display their full name when photographed with an award certificate)
- Marketing the school digitally e.g. through the website or official school and Abbey Twitter and Instagram feeds; through the school's prospectus which may include video, through displays at educational fairs and other marketing functions both inside the UK and overseas, and by other means.

Use of Images: Internal Identification

All pupils are photographed annually, for the purposes of internal identification, and to provide parents with the opportunity to purchase studio portraits of their sons.

Such images are securely stored in the password-protected area of the Abbey's database where access is restricted to *bona fide* staff. Any parent who so requests will be sent a copy of his or her son's photograph.

Images that the School Uses in Displays and on its Website

The images that the school uses for displays and communication purposes do not normally identify an individual pupil by his full name, unless specific permission has been granted by his parent. The most obvious exception to this is the official annual school photograph. The school only uses images of school activities, such as plays, concerts, sporting fixtures, school trips etc in their



proper context. The school will never knowingly use any image that might embarrass or humiliate a pupil. Pupils are always properly supervised when professional photographers visit the school.

Storage and Review

Photographic images of children are taken on school devices and when downloaded are stored securely either in the school office or in a password-protected section of the Abbey's database. They are reviewed periodically and are deleted when no longer required.

Staff are not permitted to store images of pupils on personal computers, phones, cameras or other electronic devices and personal phones should not be used to take photographs of school pupils. School issued mobiles and school ipads should be used to do this instead.

The school expressly prohibits the use of images of the school or its pupils on any external electronic medium (other than the Abbey's own) such as YouTube, Twitter, Facebook, Flickr etc.

The school has a procedure in place for regularly checking and updating its website at least annually when material no longer required is deleted.

Media Coverage

The school will complain to the Press Complaints Council (PCC) if the outside media fail to follow the appropriate code of practice for the protection of young people including the children of celebrities.

Staff Induction

All new teaching and office staff are given guidance on the school's policy on taking, using and storing images of children with particular reference to the safeguarding of pupils.

Use of Cameras and Recording Equipment by Parents and Guardians

As all WACS parents have given permission for their child to be photographed and filmed, parents are welcome to take photographs of their own children taking part in sporting and outdoor events. 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 recording devices with consideration and courtesy for the comfort of others. Flash photography can disturb others in the audience or even cause distress for



those with medical conditions; we therefore ask that it is not used at indoor events. Photos and films made should never be placed onto social media and parents and carers must understand that doing this could mean that the privilege to take photos at school events may be removed from the whole school community as a consequence.

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

The school asks parents not to take photographs of other pupils on their own without the prior agreement of that child's parents.

Treating Others with Respect

Everyone has a right to feel secure and to be treated with respect. Harassment and bullying will not be tolerated. The school's Anti-Bullying policy is published on the website. The school is strongly committed to promoting equal opportunities for all regardless of race, gender, gender orientation or physical disability.

All pupils are encouraged to look after each other and to report any concerns about the misuse of technology or any worrying issue to a member of staff. The use of cameras by staff on mobile phones is not allowed in washing and changing areas, or in dormitories, nor should photography be used in a manner that may offend or cause unease. The misuse of cameras in a way that breaches our anti-bullying policy is always taken seriously and may be the subject of disciplinary procedures.