

**Photography and Filming Policy 2024-25
(College and Boarding House)**

This document which applies to the whole college inclusive of boarding is publicly available on the college website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the college office.

Scope: All who work, volunteer or supply services to our college have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal college hours, including activities away from college. All new employees and volunteers are required to state that they have read, understood and will abide by this policy and its procedural documents and confirm this by signing the Policies Register.

Legal Status: Complies with The Education (Independent School Standards) (England) Regulations currently in force.

Monitoring and Review: These arrangements are subject to continuous monitoring, refinement, and audit by the Principal, who will undertake a full annual review, inclusive of its implementation and the efficiency with which the related duties have been implemented. This review will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the updated/reviewed arrangements and it will be made available to them in writing or electronically.

Reviewed: February 2025

Next Review: February 2026

Signed

David Game
Founder

John Dalton
Principal

The purpose of this policy is to make clear the College's position and policy in relation to photography and filming on and off premises. Safeguarding our students is the most important priority for the College and to this end, outlining what is and what is not acceptable is important for staff, students, visitors and other stakeholders.

Therefore, the primary purpose of this policy statement is to:

- Protect children and young people who take part in the College's events, services and general activities, specifically those where photographs and video may be taken
- Establish and set out the overarching principles that guide our approach to photographs/videos being taken of children and young people during events and activities
- To ensure that function and operate in line with our values and the within the law (including GDPR) when creating, using and sharing images of children and young people

This policy applies to all people at the College (staff, students, and any other adults associated with the College).

Legal Framework

In addition to the rules set out through GDPR legislation, this policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect Children in England. Summaries of key legislation include:

David Game College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all children fulfil their potential

This policy should also be read in conjunction with the College's Privacy Policy.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England/Northern Ireland/Scotland/Wales [select the relevant nation]. Summaries of key legislation and guidance is available on NSPCC Learning: [online abuse legislation and guidance](#) [child protection legislation and guidance](#)

We believe that:

1. Children and young people should never experience abuse of any kind
2. We have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely. We recognise that:
3. Sharing photographs and films of our activities can help us celebrate the successes and achievements of our children and young people, provide a record of our activities and raise awareness of our organisation
4. The welfare of the children and young people taking part in our activities is paramount
5. Children, their parents and carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation
6. Consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used and stored, and are fully aware of the potential risks associated with the use and distribution of these images
7. There are potential risks associated with sharing images of children online.

We believe that:

Children and young people should never experience abuse of any kind and that we (the College) have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely.

We recognise that:

- Children and parents/carers have the right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion/belief sex or sexual orientation.
- Consent to take images of children is only fully meaningful when the children and their parents /carers understand the potential risks associated with the use and distribution of these images
- There are potential risks associated with sharing images of children online

We will seek to keep children and young people safe by:

- Asking for written consent from children and their parents/carers before taking and using a child's image (please consult the privacy policies for typical potential usage)
- Where consent is given, only using the first name of child where specific identification is appropriate
- Never publishing personal information about a child
- Ensuring that children, parents/ carers understand how images of children will be securely stored and for how long they would be retained
- Only using images of children in appropriate clothing
- Having in place a procedure to report abuse or misuse of any images

Visitors and contractors

All visitors and contractors are explicitly informed that filming or photography of any kind is strictly prohibited. This policy is clearly outlined in the College's relevant documentation and is verbally communicated upon their arrival. In addition, each visitor or contractor is provided with a copy of the "Guidance for Adults Visiting or Working at David Game College," which reinforces this rule. For added security and compliance, all visitors and contractors are chaperoned throughout their time on campus.

Photography and/or filming for personal use

Parents, carers and students must also be informed about the College's policy in terms of taking photographs or filming for *David Game College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all children fulfil their potential*

events for personal use. The College's guidance on personal use is clear: parents /carers/and students must seek permission from other parents/carers/students before any images are taken. Asking that any photos or film taken during a specific event are not circulated or shared on social media. In general, a member of staff or whoever is in charge of an event will normally make clear our policy at the start of the event to avoid confusion or misunderstanding.

It is made clear to students during their Orientation Day and in the Behaviour policy that filming or taking photos of staff or other students is strictly prohibited, unless clear consent is given for an acceptable reason. Any photography or filming must be approved by a DSL.

Consequences for violations

Staff or students who violate the rules regarding photography or filming will be subject to an investigation. This may include the confiscation of their camera or phone to review any potentially inappropriate images, with the individual present during the inspection. The College maintains a zero-tolerance policy toward any use of images for intimidation, bullying, or blackmail, and such actions will result in serious disciplinary measures.

Photography and/or filming for David Game College's use

The College recognises that filming or photographs may be taken for promotional purposes or as an aid in activities, such as music or drama. If the College hires a photographer or a film-maker, we will seek to keep children safe by:

- Informing all relevant parties about the event/activity and that a photographer/film-maker will be present
- Providing the photographer/film-maker with a clear brief about appropriate content and behaviour while on premises
- Ensuring that any professional film-maker or photographer wear an ID badge and is signed in and is accompanied by a member of staff at all times
- Not allowing a photographer or film-maker unsupervised access to children in the College
- Not allowing the photographer or film-maker to carry out sessions outside of the event or at a child's home
- Ensuring that the photographer/film-maker is aware of our safeguarding procedures
- Ensuring that there is a clear and unequivocal understanding of how any images/film would be used and that the photographer/film-maker could not use the images/film for any other purpose, unless written permission is granted from the parents/carers and students concerned

Storing images

All images of children will be stored in a safe professional manner in accordance with our safeguarding policy and data protection law. Members of staff and visitors are NOT permitted to use any personal equipment to take photographs or film of any students at the College. This policy statement should be read in conjunction with:

1. Child protection and safeguarding policies
2. Code of Conduct for Staff
3. Privacy Notices for Pupils and Parents