



**Policy on Taking and Using Pupils’ Images**

**School Name: Scoil Mhuire Náisiúnta Cora Finne**

**Address:  Corofin, Co. Clare**

The word ‘images’ is used here to include photographs, digital photographs, webcam, film and video recordings taken on any electronic or manual recording device capable of recording such still or moving images.

**Introduction**

Scoil Mhuire believes that the responsible taking and using of pupils’ images can make a valuable contribution to the life and morale of the school. The use of photographs in school materials can increase pupil motivation and help parents and the local community identify and celebrate the school’s achievements.

We only use images that the Principal and Board of Management (BOM) consider suitable and which appropriately represent the range of activities the school provides and the values it adheres to. No images will be used which could be considered to put any child at increased risk.

Through this policy we aim to respect pupils’ and parents’ rights of privacy and minimise the risks to children and child protection issues.

Before signing, the Policy on Taking and Using Pupils’ Images should be read carefully to ensure the conditions of use are accepted and understood.

This version of the Policy on Taking and Using Pupils’ Images was created in November 2021.

**Data Protection**

Photographs and video images of pupils and staff are classed as personal data under the terms of the Data Protection Acts 1988-2003. We will not use images of identifiable pupils for school purposes without the consent of their parent, legal guardian or carer.

A consent form for pupils is enclosed as Appendix 1.

In seeking consent we will ensure that parents are clear as to why we are using a child’s image and what we are using it for.

All images will be stored securely and used only by those who are authorised to do so.

**Child Protection**

We will only use images of children in suitable dress. The Principal and BOM will decide if images of some activities – such as sports, swimming galas or arts – are suitable without presenting risk of potential misuse.

Any evidence of the use of inappropriate images, or the misuse of images, will be reported to the school’s designated Liaison Person, the School Principal, and/or Social Services and the relevant authorities as appropriate.

Individual pupils will not be named in conjunction with their image.

**Websites/Social Media**

We will adopt the same principles as outlined above when publishing images on the internet as we would for any other kind of publication or publicity material. However, the school recognises that there is no control over who may view images, and consequently a greater risk of misuse of images arises via the internet. We will therefore give specific consideration to the suitability of images for use on the school’s website/social media. Please be aware that websites/social media can be viewed throughout the world and not just in Ireland.

Images, and accompanying details, will only be used in line with government guidance as outlined by the Department of Education and Skills and as prescribed in the current Child Protection Guidelines.

**Webcams and Mobile Phones**

Webcams and mobile phones can be used to take images without people’s knowledge. The school’s policy is to signpost areas in which webcams might be used so that people know the webcam is there before they enter that area.

Mobile phones that can take and transmit images are not permitted by pupils in the school, to include changing rooms or sports facilities, where they could be misused. Misuse will be regarded as a breach of the school’s disciplinary policy and dealt with accordingly.

**CCTV**

Images will be used for the purposes of Circuit Television Systems (CCTVS) which is the use of video/audio cameras to transmit a signal to a specific place on a limited set of monitors. CCTVs are installed and operated on the premises of Scoil Mhuire for the purpose of enhancing the security of the building and its associated equipment. CCTV also creates mindfulness among the occupants, at any one time that a surveillance security system is in operation in environs of the premises during both the daylight and night hours each day.

This statement applies to all pupils, staff, personnel, and visitors to Scoil Mhuire and relates directly to the use of CCTV, the monitoring, recording and subsequent use of such recorded material.

CCTV surveillance at Scoil Mhuire is intended for the purposes of:

* protecting the school buildings and school assets, both during and after school hours;
* promoting the health and safety of staff, pupils and visitors;
* preventing bullying;
* reducing the incidence of crime and anti-social behaviour (including theft and vandalism);
* supporting An Garda Síochána in a bid to deter and detect crime;
* assisting in identifying, apprehending and prosecuting offenders; and
* ensuring that the school rules are respected so that the school can be properly managed.

The use of the CCTV system for security purposes will be conducted in a professional, ethical and legal manner consistent with all existing policies adopted by the school, including, Codes of Practice for dealing with complaints of Bullying and other relevant policies, including the provisions set down in equality and other educational and related legislation. Video monitoring of public areas for security purposes within the school premises is limited to uses that do not violate the individual’s reasonable expectation to privacy.

The images captured by the CCTV system will be retained for a maximum of 28 days, except where the image identifies an issue and is retained specifically in the context of an investigation/prosecution of that issue**.**

The images/recordings will be stored in a secure environment where access will be restricted to authorised personnel.

In relevant circumstances, CCTV footage may be accessed:

* By An Garda Síochána where Scoil Mhuire is required by law to make a report regarding the commission of a suspected crime; or
* Following a request by An Garda Síochána when a crime or suspected crime has taken place and/or when it is suspected that illegal/anti-social behaviour is taking place on Scoil Mhuire property, or
* To the HSE and/or any other statutory body charged with child safeguarding; or
* To assist the Principal in establishing facts in cases of unacceptable student behaviour, in which case, the parents/guardians will be informed; or
* To data subjects (or their legal representatives), pursuant to an access request where the time, date and location of the recordings is furnished to Scoil Mhuire or
* To individuals (or their legal representatives) subject to a court order.
* To Scoil Mhuire’s insurance company where the insurance company requires same in order to pursue a claim for damage done to the insured property.

**External Photographers and Events**

If the school invites or permits an external photographer to take photographs within the school, it will:

* Ensure that clear guidelines on professional performance are issued and what is considered appropriate in terms of content and behaviour including ensuring garda vetting has been attained.
* Let children and parents know that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs.
* Not allow unsupervised access to children or one-to-one photo sessions at events.

The same conditions will apply to filming or video-recording of events.

The policy will be reviewed and amended in accordance with updated legislation.

Ratified on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Chairperson, Board of Management