

## Barker Martial Arts Ltd

Registered in England, Company Number 7491258

VAT Number 105 2570 50

North Lodge, Hurst Lane, Headley, KT18 6DL

### Policy on Taking, Storing and Using Images of Children

Barker Martial Arts Ltd is an open and inclusive community that is very proud of the achievements of all of students and feel it is important that these achievements are recognised and students are proud and happy to feel valued. Photography is an important element of this. Photography is used routinely in many ways, for example to capture significant events, achievements, opportunities for learning and for promotional purposes. We are, however, sensitive to the wishes and rights of parents who may not want their children to be photographed and who may have concerns about the uses of such images.

- This Policy is intended to provide information to students and their parents, carers or guardians (referred to in this policy as "parents") about how images of students are normally used by Barker Martial Arts Ltd (BMA Ltd). It also covers our approach to the use of cameras and filming equipment at events and on our premises by parents and students themselves, and the media.

No image can be used for display or for school publicity etc unless consent is given by, or on behalf of, the individual concerned.

There are many occasions where it is a good thing to make use of photographic or video images that include students. However, our BMA Ltd will do all it can to ensure that images are used properly, and that, in all matters, risks are minimised and students are kept safe and secure, whether at CMAC or elsewhere.

We will only use images for our pupils for the following purposes:

- Internal displays (including clips of moving images)
- Communications within BMA Ltd
- Marketing the school both digitally via the website and other marketing functions

At BMA Ltd students may be photographed participating in activities such as:

- Regular Classes
- Special events like testings, tournaments & demonstrations

These photographs may be used for display purposes, for publication in the local press for promotional purposes, Newsletters and on our website. From time to time members of the press and media are invited to cover events celebrating success. However, only students' forenames will be attached to any photograph used outside the school, e.g. local press, school website.

#### Use of Cameras and Filming Equipment (including mobile phones) by Parents

- Parents, guardians or close family members (hereafter, parents) are welcome to take photographs of (and where appropriate, film) their own children taking part in events, subject to the following guidelines, which the school expects all parents to follow:

07973 173892

[james@kswclaygate.co.uk](mailto:james@kswclaygate.co.uk)

[www.kswclaygate.co.uk](http://www.kswclaygate.co.uk)

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- Parents should be mindful of the need to use their cameras and filming devices with consideration and courtesy for students and the comfort of others. Flash photography can disturb others, or even cause distress for those with medical conditions; BMA Ltd therefore asks that it is not used at indoor events.
- Parents are asked not to take photographs of other pupils, except incidentally as part of a group shot, without the prior agreement of that pupil's parents.
- Parents are reminded that such images are strictly for personal use only. Images which may, expressly or not, identify other pupils should not be made accessible to others via the internet (for example on Facebook or WhatsApp), or published in any other way.

□ BMA Ltd reserves the right to refuse or withdraw permission to film or take photographs (at a specific event or more generally), from any parent who does not follow these guidelines, or is otherwise reasonably felt to be making inappropriate images.

### **Storage**

- BMA Ltd takes appropriate technical and organisational security measures to ensure that images of pupils held by the school are kept securely and protected from loss or misuse. BMA Ltd will take reasonable steps to ensure that members of staff only have access to images of students held where it is necessary for them to do so.

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