

**Peponi House
Preparatory School
Nairobi, Kenya**



**Taking, Storing and Using
Images of Children Policy**

Peponi House is a multi-cultural community which encourages respect for self and others. Our emphasis is on excellence, through a broad, balanced education which aims to maximise the potential of each pupil as a whole person.

We welcome parental support in achieving our mission statement and encourage parents to share in our community endeavours. This includes sharing our academic, sporting and cultural successes both internally and in the public domain. A picture says a thousand words and we encourage the use of images depicting the children at Peponi House achieving success in so many aspects of school and community life. This policy and the guidelines within ensure that our children remain safe and protected from potential misuse and abuse of such imagery.

Data Protection Laws regarding the Taking, Using and Storing Images of Children

Parents who accept a place at Peponi House Preparatory School are invited to agree to the school using photographs of their child. These images will relate to academic, sporting and cultural success achieved within the school environment and during out of school activities such as outdoor educational trips and away matches. These images may also be used for promotional purposes. They may be published in the prospectus, school magazine, website and the school's dedicated social media sites as well as display boards around the school. Only images deemed appropriate by a member of the Senior Leadership Team shall be used.

Public use of images

- Internal displays on school notice boards within the school premises which may include a child's name.
- External displays through the school website and linked social media pages. Such images would not indicate individual children by name but may include a group name such as 'U9 C Team'. Where an individual has achieved personal success in a specific area we may seek individual permission to publish their first name and year group.
- Media. We would not allow the media to publish photographs of Peponi House children whilst taking part in a school activity whether on or off site, without prior consent.

Internal use of images

All pupils are photographed on entering the school and these photos are updated yearly. They are securely stored in the school's data management system (3Sys/PASS) and are password protected. Only academic, pastoral and school office staff have access to these photos. Parents can request a copy of their child's photo. The photos identify children by name, date of birth, class, academic set and school house. They are used for internal identification purposes relating to academic, social and medical needs.

Storage and review of images

Paper images will be securely locked away in filing cabinets or destroyed when no longer required. Digital images will be stored on the school's server which has password protected access. Only academic, pastoral and school office staff have access to these photos. Digital photographs will be reviewed annually and deleted when no longer required. Images may be shared between the Peponi group schools with all parties adhering to consistent guidelines and policy.

At all times the use and storage of images will adhere to UK and Kenyan government guidance on e-safety.

Staff induction

All new teaching and office staff are given guidance on the school's policy for taking, using and storing images of children. Support and grounds staff are not permitted to take, use or store any images of children at Peponi and are instructed so during their induction.

Use of cameras and recording equipment by staff

Staff should use school cameras and recording equipment whenever possible. It is acknowledged on school trips and away matches this may not be practical and that mobile phone cameras are a very convenient way to take photographs. Any photograph of a Peponi pupil that has been taken must be transferred to the school network and deleted from the device at the first available opportunity.

The Senior Leadership Team and Board of Directors reserve the right to access private photography equipment, including mobile phones, should they suspect that inappropriate use or storage of images has occurred.

Use of cameras and recording equipment by Parents and Guardians

Parents and guardians are welcome to take photographs of their own children taking part in school events. Parents are asked to be respectful and mindful when using photography and recording equipment. Screens held aloft and flash photography can be distracting for both performers and spectators.

We ask parents not to take photographs of other children on their own, without the prior agreement of the child's parents.

When taking photographs and images of your child that may include a child other than your own (for example a team photo) Peponi House does not endorse the publishing of those images or video on the internet e.g. personal social networking sites, without prior agreement of the child or children's parents.

Use of cameras and recording equipment by children

When children are taking photographs of members of the school community they will be guided appropriately depending on the nature of the activity e.g. in a photography club or on a school trip.

Use of cameras and recording equipment by professional photographers

When professional photographers are invited into the school, they must agree to adhere to the guidelines outlined within this policy.

Equality and Respect

In line with our school ethos and our anti bullying policy all members of our school community including children, staff and parents deserve to be treated with respect and to feel secure in the school environment. The use of photography and imagery in any context must adhere to this ethos and no image that may cause embarrassment, distress or hurt will be tolerated in any context. The school community is encouraged to look after and support each other and any concerns about the misuse of technology or imagery should be reported to the Deputy Head Pastoral or a member of the Senior Leadership Team.