



Rugby School  
THAILAND

## Images Policy

**Person responsible:** Eric Ho  
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**Review date:** 13 September 2021

*The health, safety and well-being of young people are of paramount importance to all the adults who work at Rugby School Thailand. Children have the right to protection, regardless of age, gender, race, culture, sexual orientation, or disability. They have a right to be safe in our school. Members of staff in the school have a legal and moral obligation to safeguard and promote the welfare of the pupils, taking all reasonable steps to protect them from harm whether from physical injury, abuse, neglect, emotional harm or from anything that interferes with their general development.*

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## Relevant Legislation and Guidance

Personal Data Protection Act, B.E. 2562 (2019)

## Linked Policies

Staff Acceptable Use of ICT Policy

Pupil Acceptable Use of ICT Policy

Social Media Policy

## Introduction

### 1. Scope:

1.1 This policy is addressed to all members of staff and available to parents and pupils on request. The policy relates to the taking, using and storing of images of children:

- on School premises; or
- in connection with School activities; or
- for other legitimate purposes of the School.

It covers the activities of staff, pupils, parents, and visitors to the School.

1.2 **Images:** this expression in relation to pupils includes:

- photographs and digital photographs;
- video or film clips;
- images captured by mobile phones or other electronic devices.

1.3 **Taking images:** This expression includes, unless otherwise stated, making, editing, using, exhibiting and storing images of pupils.

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2. **Aims:** The aims of this policy are:

- 2.1. to promote safety and welfare and respect for others;
- 2.2. to ensure a sensible balance between privacy, creative self-expression and routine collating of information;
- 2.3. to comply with the law and good practice without adhering to unnecessary bureaucratic procedures.

### 3. Privacy

3.1 No person is authorised to take images of children that:

- might cause embarrassment or distress; or
- are associated with distressing or sensitive issues; or
- are unnecessarily intrusive.

If there is any doubt about these matters, the person wishing to take the image must obtain the written consent of the child's parent(s) or, where the child is of sufficient maturity and understanding, the written consent of the child (see 6.3) and of the Designated Safeguarding Lead.

- 3.2 Filming and photography by television or newspaper journalists will take place only with the consent of the Marketing team and under appropriate supervision. When images are taken for publication by television or newspaper journalists, children will only be named if there is a particular reason to do so (for example if they have won a prize) and home addresses will not be given out. The information will also be checked to ensure that the child's School residence cannot be identified.

#### **4. Promotional material**

- 4.1 It is a term of the contract for educational services which exists between the School and the parents of a pupil, that photographs of the pupil may be taken and used by the School in accordance with normal custom and practice. Such custom and practice will include: set piece photographs of the School, House, team, theatre cast and snapshots of School activities. It has also been custom and practice for International schools to use images of their pupils for marketing purposes, such as in prospectuses and promotional videos or displays on its website and other materials.
- 4.2 The School's terms and conditions specify that parents who do not want their child's photograph or image to appear in any of the School's promotional material must make sure that their child knows this and must write immediately to the head/Deputy, requesting an acknowledgement of their letter.

#### **5. Taking of images by parents and friends**

- 5.1 Parents and friends often wish to take images of their children at school plays and concerts or sporting activities. Courtesy and good manners require that the following rules are respected:
- Visitors must use their cameras with consideration and confine their photography to the relevant event;
  - If visitors ask whether they can take photographs, they should be reminded that whilst it is permissible under the Personal Data Protection Act (2019) to take photographs for personal use, publication of such images (including on personal social networking sites even where access to the image may be limited) may be unlawful;
  - Where a play or concert or other event is subject to copyright and performing rights restrictions, visitors will not be permitted to take images, photographs or video film.

#### **6. Seeking consent**

- 6.1 Although consent of parent(s) or pupils is not always a legal requirement, the School will seek express prior consent from pupils, or of parents if the pupil is not of sufficient maturity and understanding (see 6.3):
- for public use of portrait style images of individual pupils;
  - for use of pupils' images by or with commercial sponsors;
  - where a pupil wishes to use images of other pupils as part of GCSE or A-level coursework;
  - where the School might receive a payment or other tangible benefit for allowing the

use of a photograph, for example, providing a photograph to the media where the pupil has subsequently become a celebrity.

- 6.2 Where consent is required as above the School will obtain such consent from the pupil, provided that the pupil is of sufficient maturity and understanding to provide consent. If not, consent will be sought from at least one parent (see 6.3).
- 6.3 All Rugby School pupils will normally be considered to be capable of giving or withholding consent.
- 6.4 Should a child or parent decide at any time the child is at the School that they do not wish photographs or images of them to be used in any of the School's promotional material they have the right to withdraw their consent and should advise the head/Deputy of this.

## **7. Photographs as part of pupil records**

The School takes photographs of individual pupils at the start of their school career for use of their school record and on school identification cards. These images are subject to the Personal Data Protection Act (2019) and will therefore:

- be stored securely;
- not be used for any other purpose without the consent of the pupil or his or her parent(s) (see 6.3);
- not be shown, copied or given to any unauthorised person.

## **8. Use of cameras, video cameras and mobile electronic devices with camera facility**

- 8.1 Pupils may only use cameras (of any sort) in lesson times with the express permission of the member of staff in charge and with the permission of those appearing in the image.
- 8.2 Pupils may only take images with cameras (of any sort) with the express permission of all those appearing in the image. All pupils must allow staff access to images stored on mobile electronic devices and/or cameras and must delete images if requested to do so. Rights to privacy must be respected and images which could be construed as indecent are prohibited.
- 8.3 Using photographic material of any kind to bully, harass or intimidate others will not be tolerated and will constitute a serious breach of discipline. Appropriate action will be taken in accordance with the School's Acceptable Use policies.
- 8.4 Photographs of any member of the School community are not permitted to be displayed publicly around the school campus unless sanctioned by an appropriate member of staff for official use on notice boards or authorised brochures/posters, and only with the consent of the individual(s) in the image.

## **9. Child protection**

- 9.1 When publishing images of children in school documents or on the website, care will be taken to minimise the risk of such images being modified to create inappropriate or indecent images. The Designated Safeguarding Lead can give specific advice as requested.
- 9.2 Staff will be mindful of child protection issues and will raise concerns with the Designated Safeguarding Lead if they become aware of anyone:
  - taking an unusually large number of images;

- taking images in inappropriate settings such as cloakrooms, toilets or changing areas;
- taking images of children who are apparently unaware that they are being photographed or filmed.
- contravening the guidance in this policy or other Rugby School Thailand policies in any way.

## **10. Taking of images of pupils by staff**

10.1 Staff should only use school devices to take photos of pupils. In exceptional circumstances when these devices are unavailable, it is permissible for staff to take images of pupils using their own electronic devices as long as the following procedures are followed:

10.1. Images taken on personal devices must be uploaded to the **RST Images Repository Google shared drive** as soon as is practicable. The images must then be removed from the member of staff's personal device **and** personal cloud accounts/drives. If for any reason this is not possible, the Designated Safeguarding Lead must be informed.

10.2 If you wish any images to be shown on any social media sites, please refer to the Social Media Policy as the marketing team manages all social media content.

10.3 The Designated Safeguarding Lead must be consulted if there is any doubt about taking or keeping images of children. The Designated Safeguarding Lead's decision on these matters will be final.

## **11. Recording images of pupils and staff**

11.1 Rugby School Thailand takes CCTV footages in various part of the campus as part of the security measurements to protect our school community. These videos are stored on the server and are automatically deleted within 30 days after those were recorded. There is the facility to export footage. This is permissible for the purposes of safeguarding provisos it complies with the School's images policy, CCTV policies, and the terms below.

11.2 Staff will volunteer to have a camera in their classroom/ office. The Senior Leadership team and the Designated Safeguarding Lead will have access to the recorded material, without needing permission from anyone else, to ensure compliance with this policy and with other School policies. The Senior Leadership team and Designated Safeguarding Lead will not access the recorded material for any other purposes other than of the concerned reasons.

11.3 The footage captured by the CCTV system is exported through the School's Safety Officer and certain IT team members only.

11.4 Footage of pupils obtained through CCTV capture will not be used for publicity or marketing purposes.

11.5 No content should be shared with any party outside the school without written consent from the Senior Leadership team.

11.6 No footage should be exported and stored on media which is not approved and owned by the School.

- 11.7 For classrooms fitted with the CCTV camera, teachers must ensure all pupils in the class are aware of the camera and that it is always on. They should make it clear that the technology is a tool to assist in safeguarding. Pupils may not reasonably withhold their permission to be recorded.
- 11.8 Each classroom with the lesson capture technology installed will have a sign on the wall explaining that the camera is in operation.
- 11.9 Footage will not be shared with parents or pupils. Any incidents that requires the playback of the footage as aid shall be reported to one of the Senior Leadership team members or through the Designated Safeguarding Lead and shall be directly to the School's Safety Officer for further investigations.
- 12. Review**
- 12.1 This policy will be reviewed as necessary taking into account changes in legal requirements.

<b>Authorised Compliance and Risk Committee:</b>	
<b>Date:</b>	<b>13 June 2020</b>