

Bury Tuition Centre – Photography & Use of Images Policy

1. Policy Statement

At **Bury Tuition Centre**, we recognise that photographs and video recordings can support learning, celebrate student achievements, and help communicate the work of the Centre.

We are fully committed to safeguarding the welfare and privacy of all students. Images will only be used in a safe, appropriate, and respectful manner, and always in line with data protection and safeguarding requirements.

This policy outlines how we obtain consent, use images, and ensure they are stored securely.

2. Aims

This policy aims to:

- Protect students by ensuring images are used safely and responsibly
 - Ensure parents/guardians are fully informed and able to give or withhold consent
 - Promote positive use of images for educational and celebratory purposes
 - Comply with **UK GDPR**, the **Data Protection Act 2018**, and safeguarding expectations
 - Meet the requirements of regulatory bodies such as **Ofsted**
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3. Consent

- Written consent will be obtained from parents/guardians during the registration process
- Consent covers:
 - Photography (still images)
 - Video recordings
 - Digital media

Parents/guardians will be given clear options to:

- Consent to **internal use only** (e.g. classroom displays, teaching materials)
- Consent to **external use** (e.g. website, social media, promotional materials)
- Decline consent
- Consent can be **withdrawn at any time in writing**

- Consent records will be maintained and reviewed regularly
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4. Appropriate Use of Images

Images of students will only be taken and used where:

- Parental consent has been obtained
- The purpose is clear (educational, celebratory, or promotional)
- The image does not place the child at risk
- Students are appropriately dressed and presented respectfully
- Images reflect a safe and positive learning environment

Where possible:

- Group images will be used in preference to individual close-ups
- Personal identifying information will be limited

All images will be stored securely and accessed only by authorised staff.

5. Prohibited Use

To protect all students:

- Staff, parents, and visitors must not take photographs or videos on personal devices during lessons or sessions
 - Images must not be shared on personal social media accounts
 - Student names will not be published alongside images without explicit consent
 - Images of vulnerable students or those subject to safeguarding concerns will not be used under any circumstances
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6. Storage & Retention

- Images are stored securely on password-protected systems
 - Access is restricted to authorised staff only
 - Images are retained only for as long as necessary for their intended purpose
 - Where consent is withdrawn, images will be removed from active use and deleted where appropriate
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7. External Photographers & Third Parties

Where external photographers or contractors are engaged:

- They must comply with safeguarding and data protection requirements
 - They will be appropriately supervised while on site
 - Clear instructions will be provided regarding permitted use of images
 - Any contractual arrangements must align with GDPR requirements
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8. Parents/Guardians Taking Images

On occasions such as events or celebrations:

- Parents may take photographs of their own child where permitted
 - Parents must not share images of other students without consent
 - The Centre reserves the right to restrict photography where safeguarding concerns exist
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9. Safeguarding Considerations

The use of images is closely linked to safeguarding.

- Any concerns regarding the use or misuse of images will be treated as a safeguarding matter
- All concerns will be reported and managed in line with the Centre's safeguarding procedures

Designated Safeguarding Lead (DSL):

- **Name:** Shazia Tahir
 - **Contact:** Safeguarding@northwesteducationhub.co.uk
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10. Breaches of Policy

Any misuse of images may result in:

- Withdrawal of consent
 - Restriction of access to Centre activities
 - Disciplinary action where appropriate
 - Referral to external agencies if required
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11. Monitoring & Review

- This policy will be reviewed annually or sooner if required
 - Consent records will be updated regularly to ensure accuracy
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12. Legal Entity

Bury Tuition Centre is a trading name of North West Education Hub Ltd.

Policy Information

- **Policy Owner:** Nazia Younis (Director)
- **Policy Reviewed:** April 2026
- **Next Review Due:** April 2027
- **Version:** 1.0